User Manual

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ScriptSure

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Table of Contents

1 Welcome 1

2 Getting Started 2
- System Requirements 3

3 ScriptSure Scheduler 5
- Screen Layout 6
- Schedule Template 9
- Add New Patient Record 12
- Appointments 18
  - Add Appointment by Click&Drag 19
  - Reschedule a Patient 22
  - Reschedule All Patients 23
  - Find Open Appointment Time 25
  - Find Scheduled Patient Appointment 27
  - Cancel Appointment 28
  - Check In Patient 30
  - Check Out Patient 31
  - Patient No Show 32

4 ScriptSure eRx 34
- Quick Start Guide 35
- Login eRx 36
- Screen Layout 39
- Basic Procedures 41
  - Change User 42
  - Adjust Print Settings 43
  - Prescribe as Doctor 44
  - Print the Discharge Summary 45
  - Select Practice 46
- Patient 47
  - Patient - Add New 48
  - Patient - Find and Open Chart 52
  - Patient - Insurance 55
  - Patient - Archive 58
  - Patient - Allergy - Add, Modify, Archive 60
  - Patient - Add Diagnosis 63
  - Patient - Consultant Referral - Add, Archive 65
  - Patient Prescriptions 68
    - Prescription Preview Overview 69
    - Prescribe Medication 71
    - Send Prescription Electronically to Pharmacy 73
    - Cancel Electronic Prescription 75
    - Customize Patient Medication Screen View 77
    - Re-Prescribe a Medication 79
    - Prescription Status 81

Change Prescription Expiration 83
Delete Prescription from History 85
Medication Comments 86
View Details of Prescription 88
Eligibility and Drug History Download 91
Medication History Report 93
Medication 95
Drug - Search 96
Drug - Options 98
Drug Check 104
Drug Check Tolerance 109
Consultant 110
Consultant - Search, Add, Modify, Delete 111
Consultant - Add/Delete Specialty Category 114
Consultant - Add/Delete Instruction Sheet 117
Notes 119
Note - Add 120
Note - Delete 122
Note - Modify 123
Messages 124
Electronic 125
Physician Reminders 126
Disease Information 127
Disease - Add Information 128
Disease - Add New Group 130
Disease - Search 131
Disease - Preview and Print 132
Reporting 134
Setup 135
About ScriptSure 137
Administration - User Management 141
User Security 146
Assign User Security 151
Edit User Information 152
Set Prescribing Authority 153
Add Electronic Signature 154
Set E-Prescribe Identification 155
Alert Messages 156
Application Appearance 158
Backup 160
Challenge Questions for Password 162
Drug Checks 165
Drug Expiration Setting 168
Drug Tolerance 170
Drug Information Language Setting 172
Drug Update 174
Electronic Options 176
Patient Import 178
Fax Options 180
Patient ID Setting 182
Pharmacy List 184
Practice Information 187
Prescription Preview 190

Print Settings 193
Refill Reminder 195
Set Database 196
Reports - Patient 198
Warning Messages 201

ScriptSuRe daw Systems, Inc. Online Help

Welcome to the ScriptSure online help system. Browse through the help pages by clicking on the icons below or selecting pages in the table of contents to the left.

Getting Started

ScriptSure Scheduler

ScriptSure eRx

Ask Us

If you're unable to find what you're looking for in this help system, try these alternative resources:

- Our Website
- Connect to a representative for support

or contact us:

585 Troy-Schenectady Road
Latham, NY 12110
Local: (518) 362-7500
Fax: (518) 220-9419
Toll-Free: (866) 755-1500

Most popular pages

- Welcome
- Patient - Add New
- Patient - Archive
- ScriptSure eRx
- Patient
- Medication
- Getting Started
- Patient - Find and Open Chart
- Patient - Allergy - Add, Modify, Archive
- Patient - Add Diagnosis

Getting Started

Articles in this section

System Requirements

See also

- Welcome
- ScriptSure Scheduler
- ScriptSure eRx

System Requirements

Client Computer Requirements

ScriptSure 2011 System Requirements & Recommended Components

For ScriptSure Installed Locally In Office

	Minimum Components	*Recommended Components****
Processor	Intel© Pentium Dual-Core Processor 2.4Ghz+	Intel© i7 processor 2.70Ghz+
	32-bit or 64-Bit computer	*64-Bit computer*
Operating System	Microsoft© XP Pro w/Svc Pack 2, Vista or Windows 7	Microsoft© Windows 7
	32-bit or 64-Bit computer	*64-Bit Operating system*
Memory	2GB+ of system memory	6GB+ of system memory
Hard Drive	20GB+ of available space	1TB+ of available space
Screen Resolution	1280x960 or higher	1600x1200 or higher
Printing	Star Micronics© Prescription* or Laser printer	Star Micronics© Prescription*
DVD-Rom Drive	Recommended	
High-speed internet	Required	
Prescription Paper	Secure prescription paper required -*many states must use state-specific forms; please call for more info*	

Please note: *Available from Daw Systems, Inc. Actual requirements & product performance may vary based on your system configuration.

ScriptSure is a CLIENT-SERVER application with a required client and server install. The patient data resides on one computer (server) in your office and the other computers (clients) on the same network as the server can access the data. *For small offices, the server and the client installs can be on the same computer.* The above specs are for the client computers, however, a computer with the above *Recommended Components* specs will be able to act as a server for up to 2 computers. Three or more computers will require a more powerful sever. The server computer should always be the most powerful computer in the office.

Server Requirements

ScriptSure 2011 Recommended Server

Please note: Actual requirements and product performance may vary based on your system configuration.

	Server Recommendation
Processor	2 Quad-Core Processors at least 2.5Ghz or higher
Operating System	Microsoft Windows Server 2003 or newer
Memory	48GB of RAM
Hard Drive	10GB+ of available space
Screen Resolution	1600x1200 or higher (if applicable)
Printing	Inkjet, LaserJet or Star Micronics© Prescription printer*
High-speed internet	Required
DVD-Rom Drive	Required

A recommended server for this application is the Dell PowerEdge 2900 series server. It's a cost-effective mid range server that can support dual Quad-core processors and up to 48GB. It is recommended for networks with up to 200 users.

Please contact sales at 866-755-1500 x1 with any specific questions about system requirements.

See also

ScriptSure Scheduler

The ScriptSure Scheduler is fully integrated with ScriptSure eRx. It can also be used independantly of the eRx module.

Screen Layout

Schedule Template

Add New Patient Record

Appointments

See also

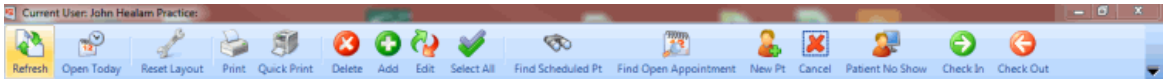
Welcome
Getting Started
ScriptSure eRx

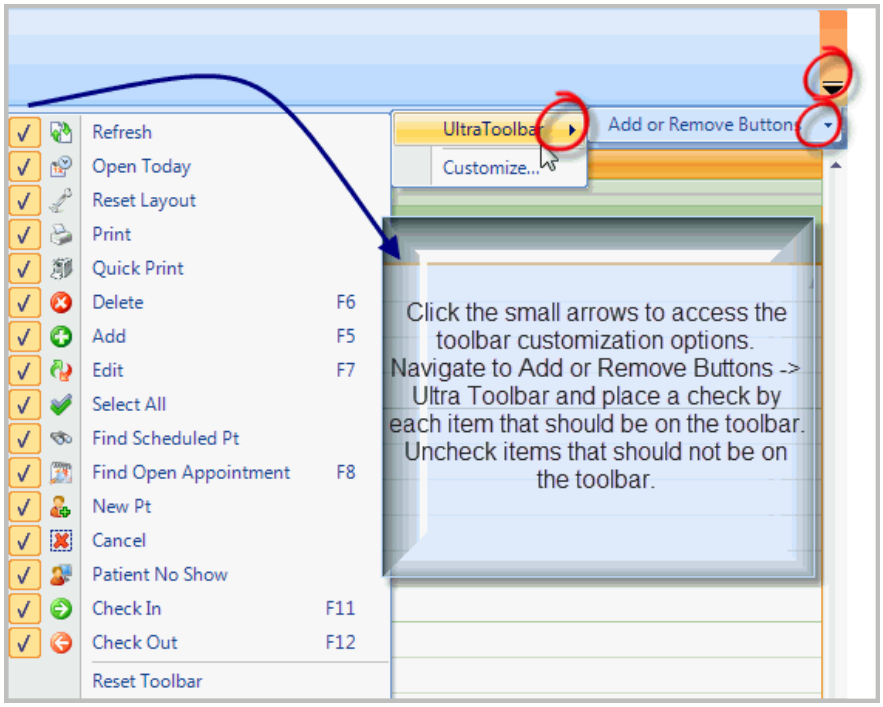
Screen Layout

Users can customize the screen view of the scheduler.

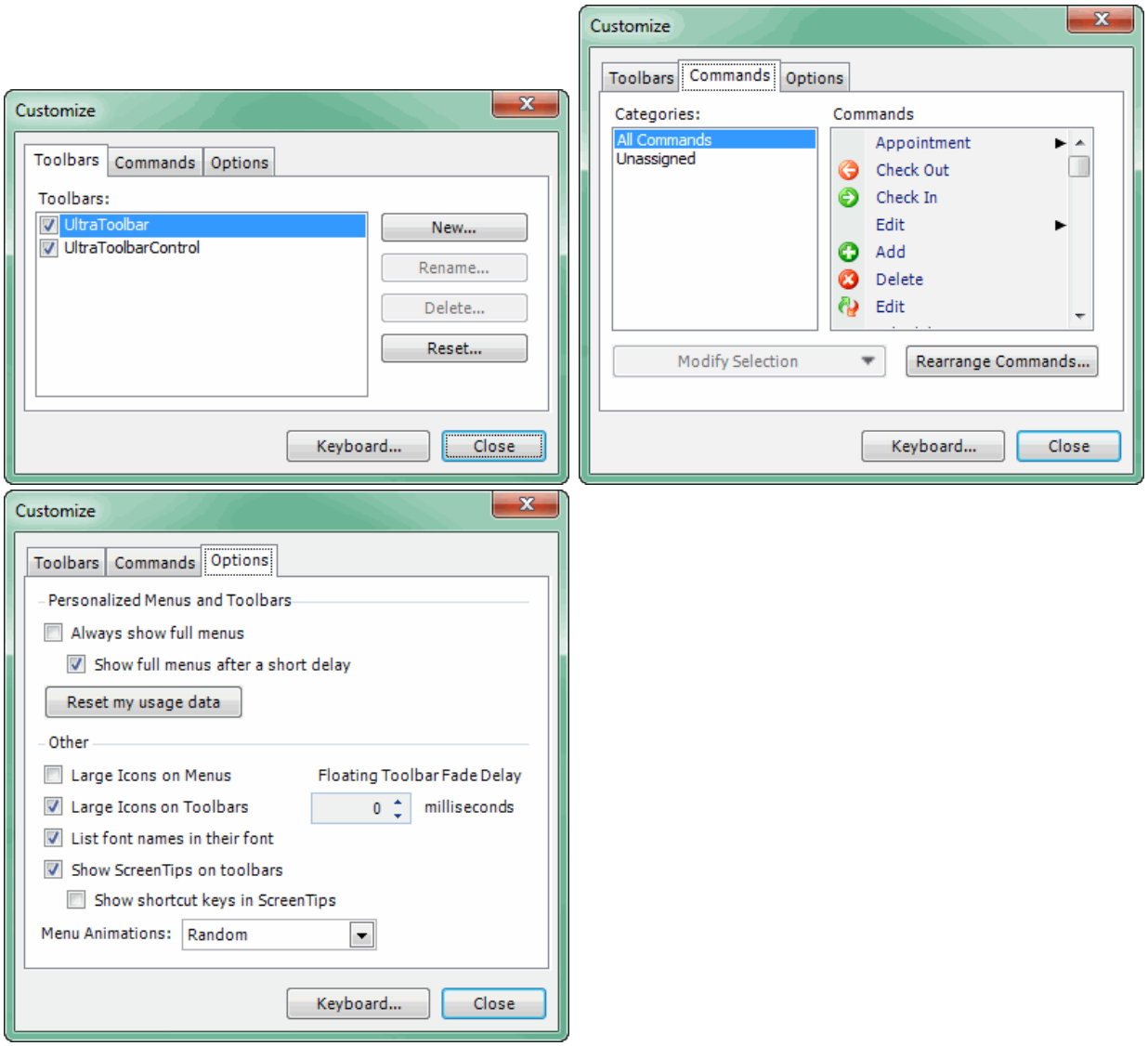
Customize the tool bar:

By default, two toolbars are deployed with the main scheduling screen, the Ultra Toolbar and the Ultra Toolbar Control. Each button on a toolbar can be displayed or hidden. See below on how to show or hide a button. To set the button view back to default, the user can click on "Reset Toolbar" at the bottom of the icon list.

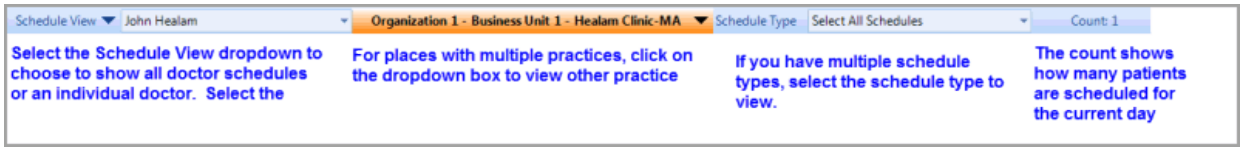



Refresh
Open Today
Reset Layout
Print
Quick Print
Delete F6
Add F5
Edit F7
Select All
Find Scheduled Pt
Find Open Appointment F8
New Pt
Cancel
Patient No Show
Check In F11
Check Out F12
Reset Toolbar
UltraToolbar
Add or Remove Buttons
Customize...
Click the small arrows to access the toolbar customization options. Navigate to Add or Remove Buttons -> Ultra Toolbar and place a check by each item that should be on the toolbar. Uncheck items that should not be on the toolbar.

Press "Customize" to change additional options on the toolbar.

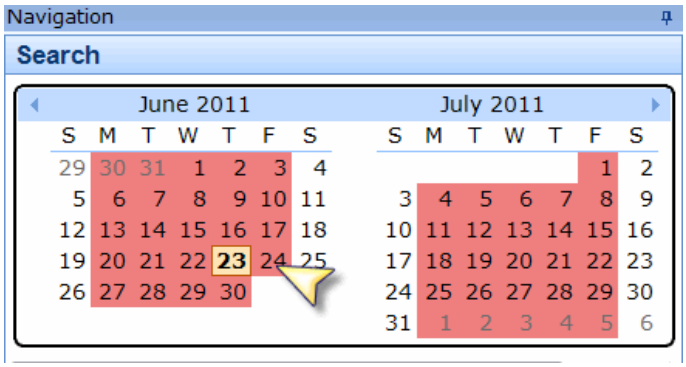


Change the schedule view:


Schedule View
John Healam
Organization 1 - Business Unit 1 - Healam Clinic-MA
Schedule Type
Select All Schedules
Count: 1
Select the Schedule View dropdown to choose to show all doctor schedules or an individual doctor. Select the
For places with multiple practices, click on the dropdown box to view other practice
If you have multiple schedule types, select the schedule type to view.
The count shows how many patients are scheduled for the current day

View different days:

Click on the day that is to be shown on the main schedule screen.



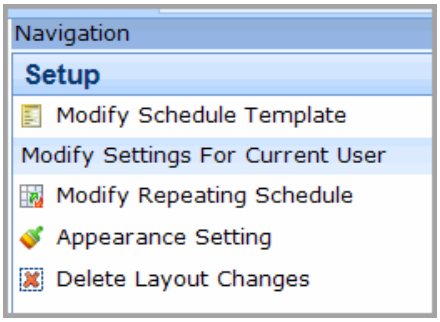
See also

Schedule Template
Add New Patient Record
Appointments

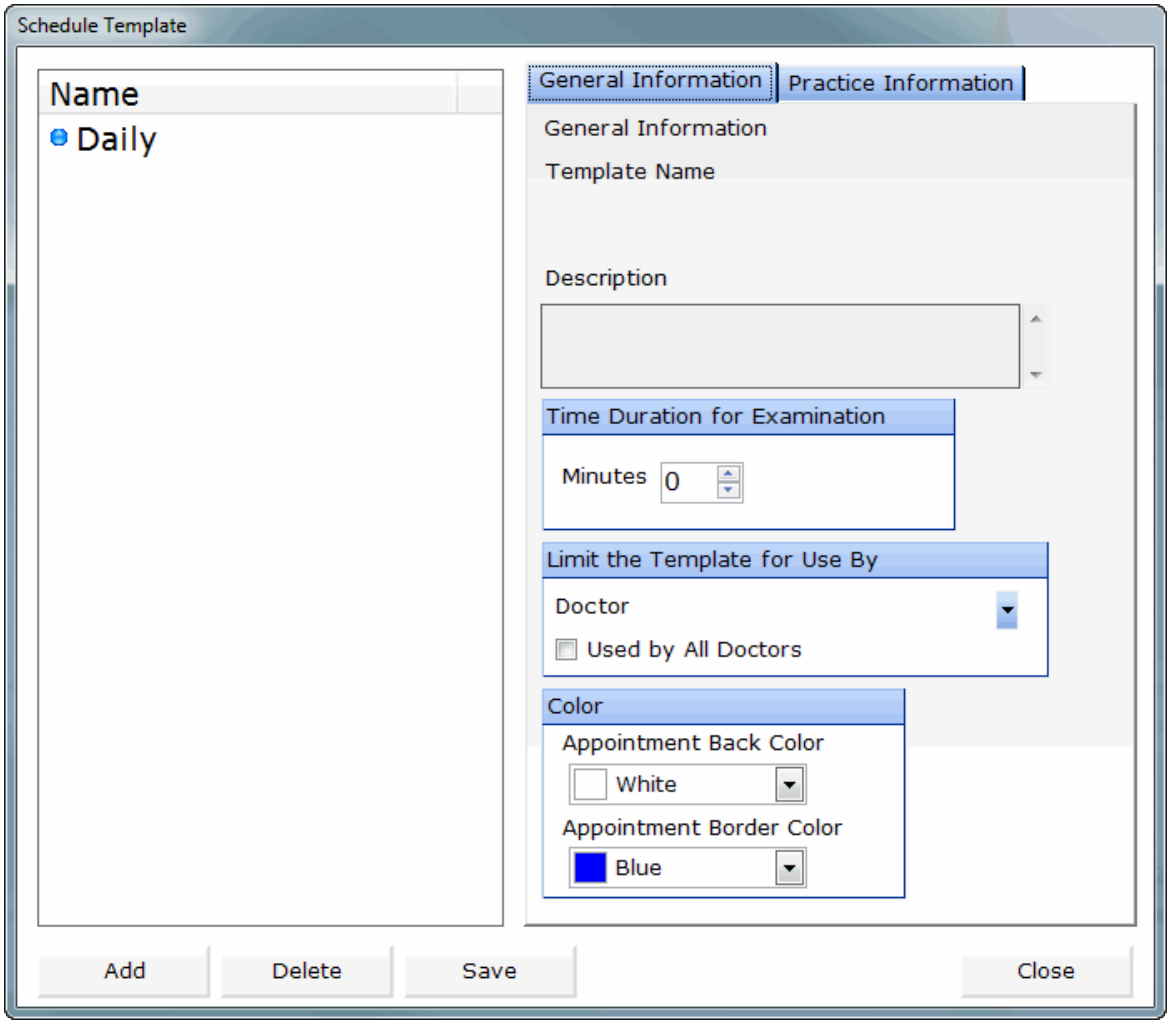
Schedule Template

There can be multiple schedule templates in use. Each template can have different colors. The exam duration can be set along with the doctor per each template. If there are multiple practices within the organization, a template can be created for each practice.

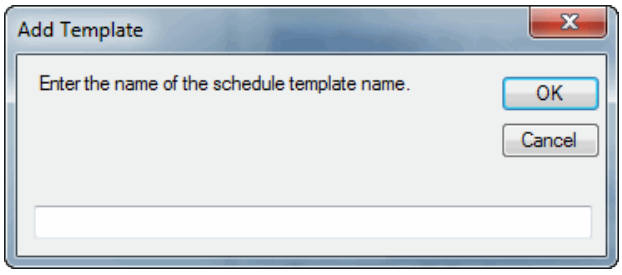
1. Press the button in the bottom, left
2. Press Modify Schedule Template



3. Highlight the Schedule name in the left pane to edit or delete



4. Press "Delete" to delete the schedule
5. To edit template, adjust the settings in the right pane and press Save
6. To add a new template, press Add
7. Enter the new template's name and press OK



See also

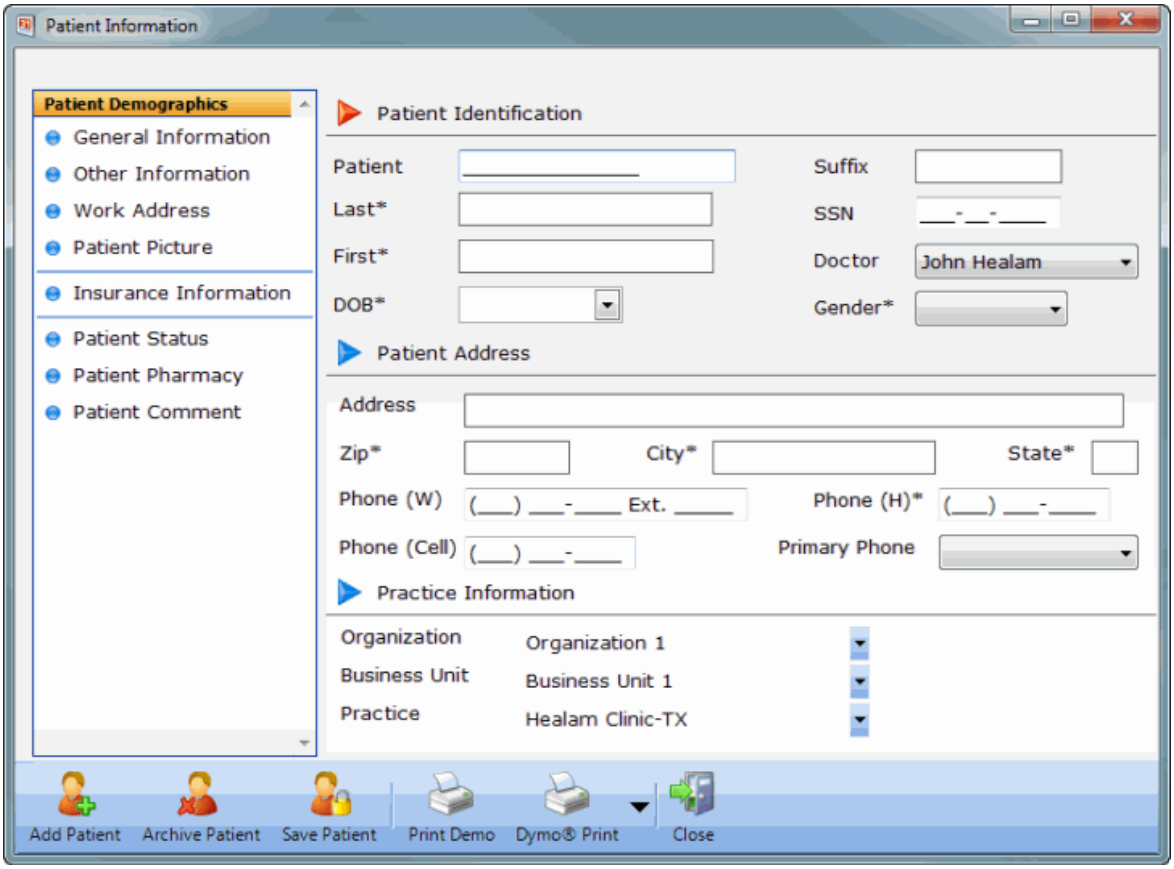
Screen Layout

Add New Patient Record Appointments

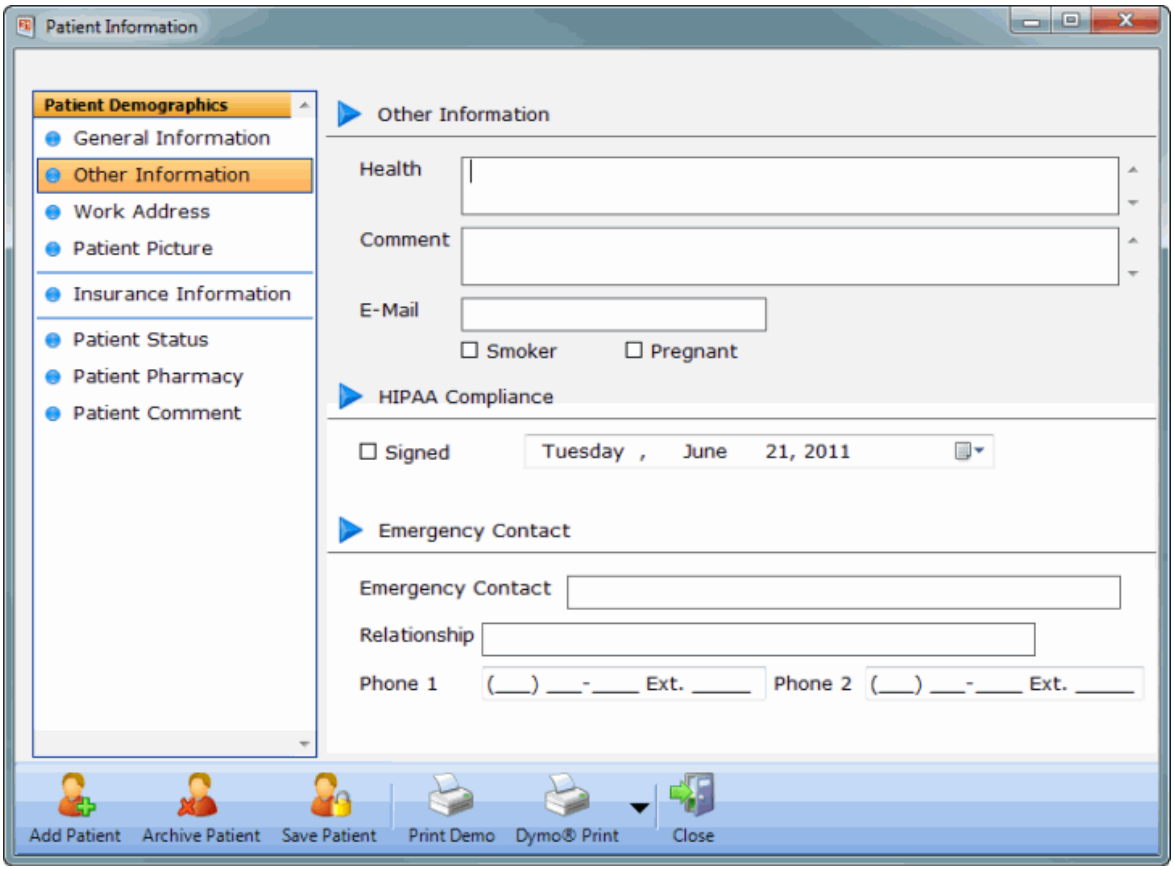
Add New Patient Record

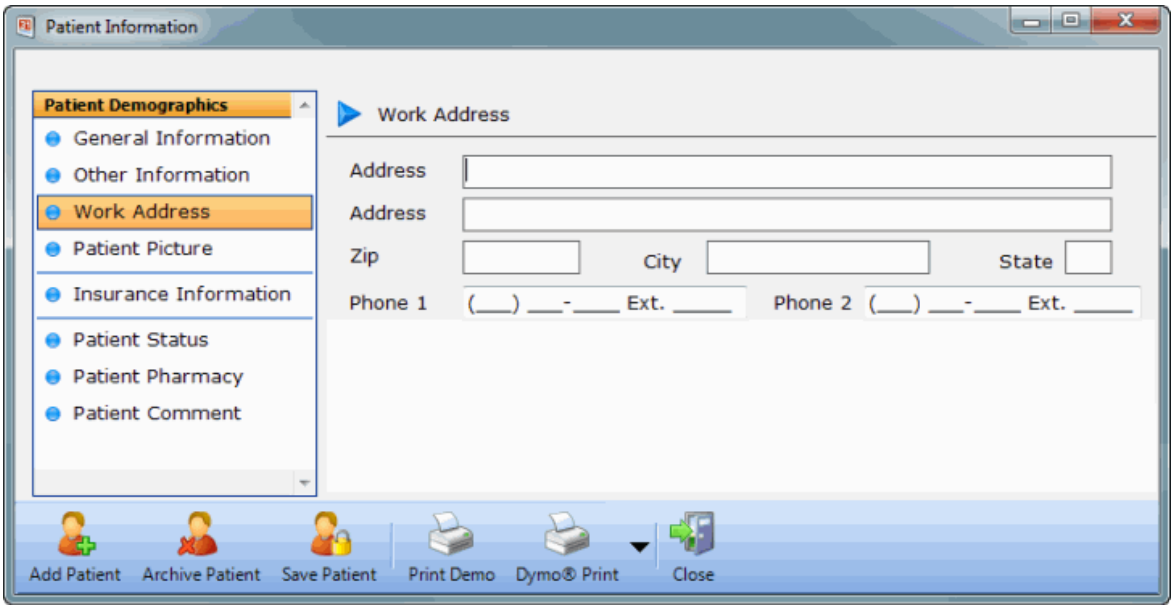
ScriptSure eRx and Scheduler share the same patient records so a new patient can be added in any part of either application.

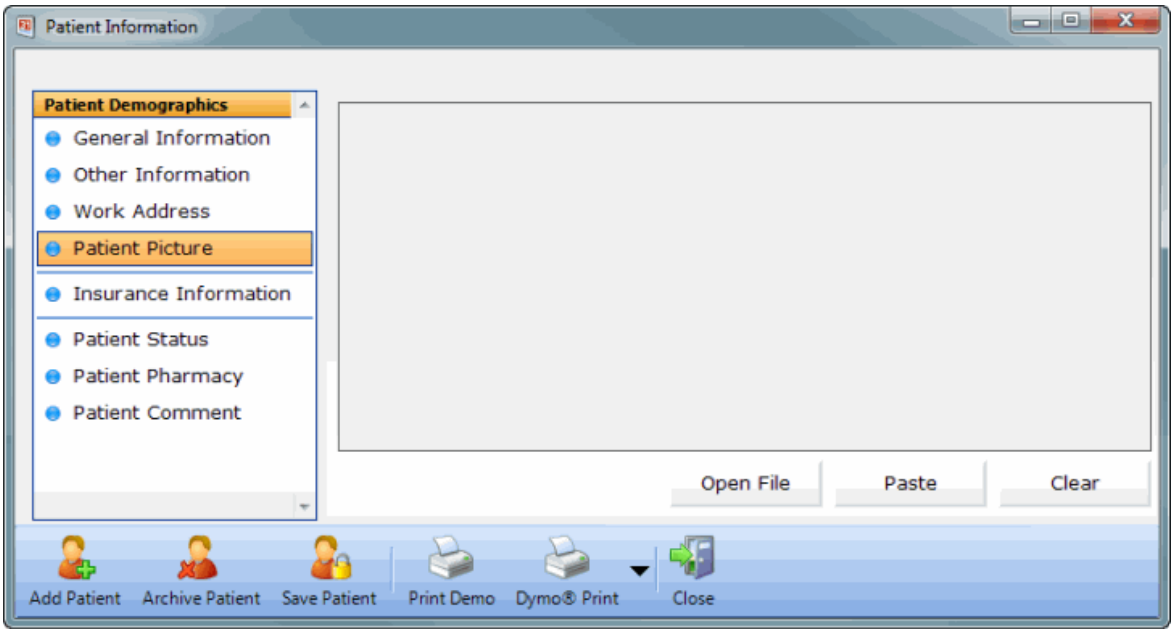
1. Select



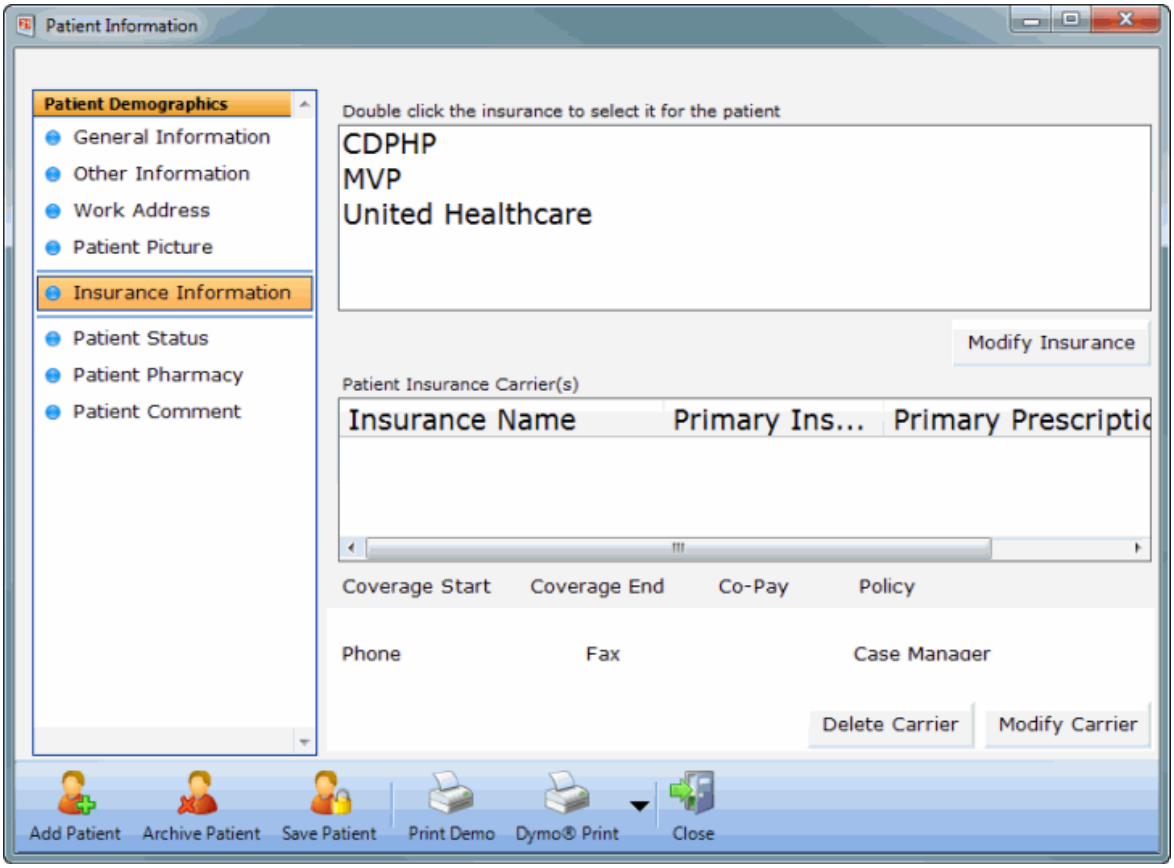
2. Enter all desired information on the General screen. Fields that have an asterisk are required.
3. Navigate to additional screens by clicking on the Demographic topic in the left pane.


Patient Information
Patient Demographics
General Information
Other Information
Work Address
Patient Picture
Insurance Information
Patient Status
Patient Pharmacy
Patient Comment
Other Information
Health
Comment
E-Mail
Smoker
Pregnant
HIPAA Compliance
Signed
Tuesday , June 21, 2011
Emergency Contact
Emergency Contact
Relationship
Phone 1 (___) ___-____ Ext. _____
Phone 2 (___) ___-____ Ext. _____
Add Patient
Archive Patient
Save Patient
Print Demo
Dymo® Print
Close

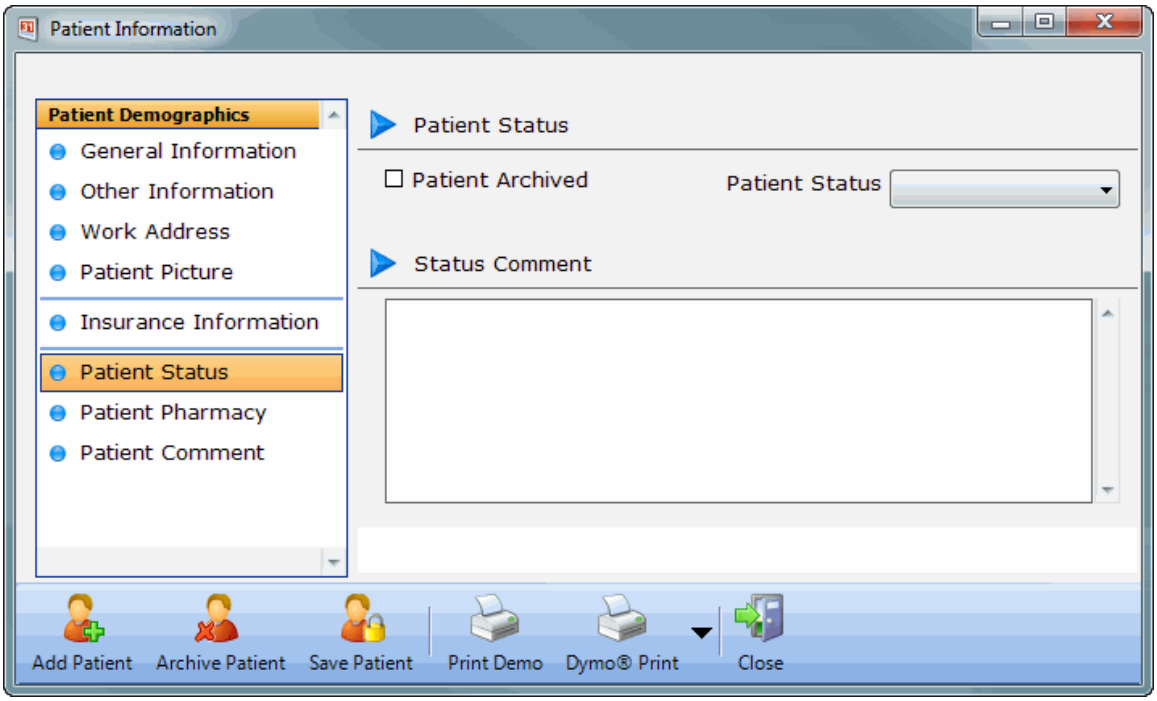

Patient Information
Patient Demographics
General Information
Other Information
Work Address
Patient Picture
Insurance Information
Patient Status
Patient Pharmacy
Patient Comment
Work Address
Address
Address
Zip
City
State
Phone 1 (___) ___-____ Ext. _____
Phone 2 (___) ___-____ Ext. _____
Add Patient
Archive Patient
Save Patient
Print Demo
Dymo® Print
Close



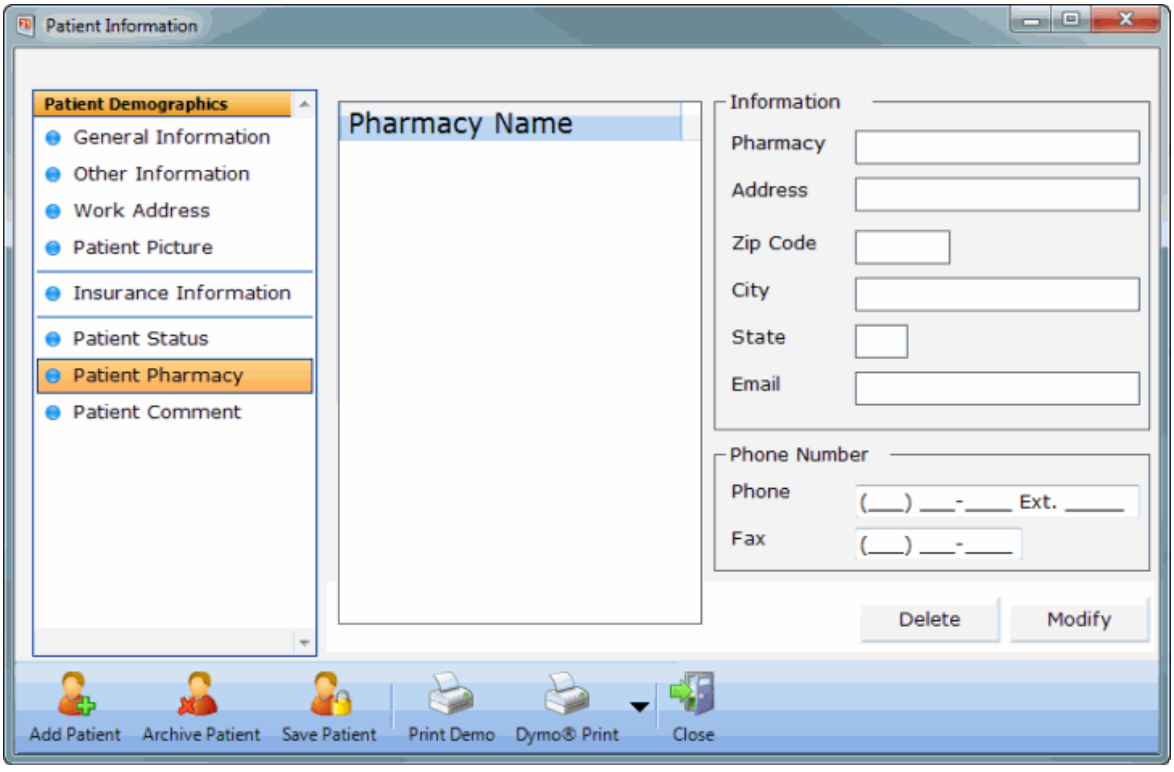
4. In the Insurance Information screen, double click on an insurance to add it to the patient's record



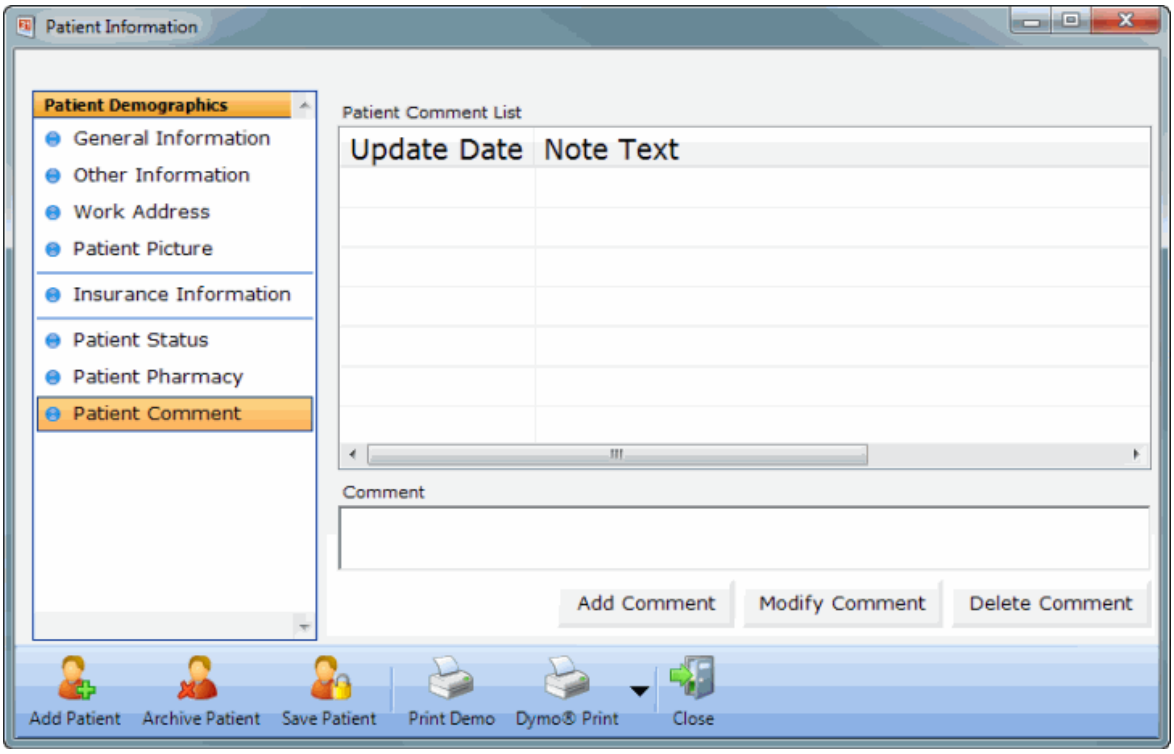
5. On the Patient Status screen, select the Patient Status dropdown to "Active"



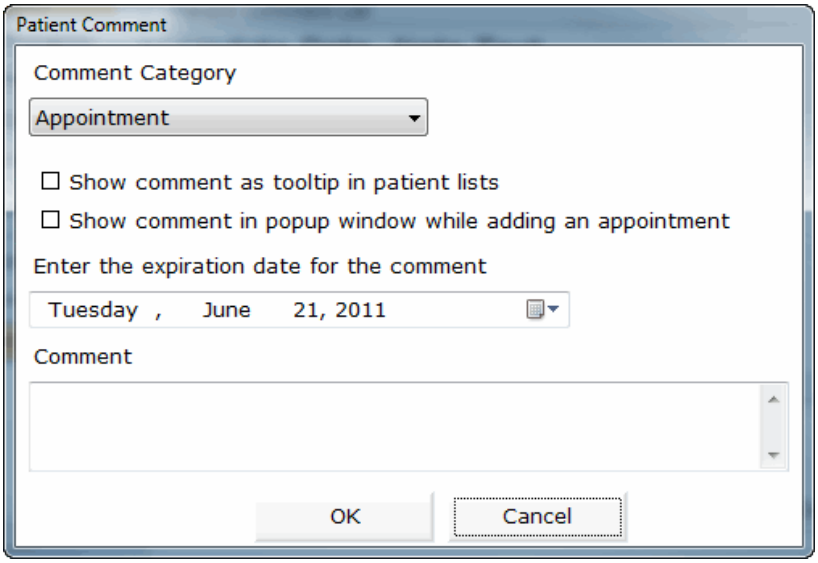
6. Add a pharmacy by clicking the pharmacy name in the window



7. Add a Comment to the patient record by selecting "Add Comment" button



8. Select the comment category and the appropriate options



9. Press

See also

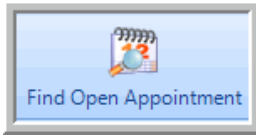
Screen Layout
Schedule Template
Appointments

Appointments

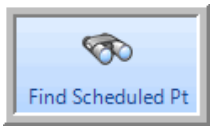
Add Appointment by Click&Drag

Reschedule a Patient

Reschedule All Patients



Find Open Appointment Time

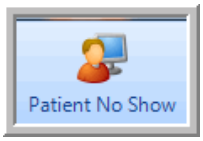


Find Scheduled Patient Appointment

Cancel Appointment

Check In Patient

Check Out Patient



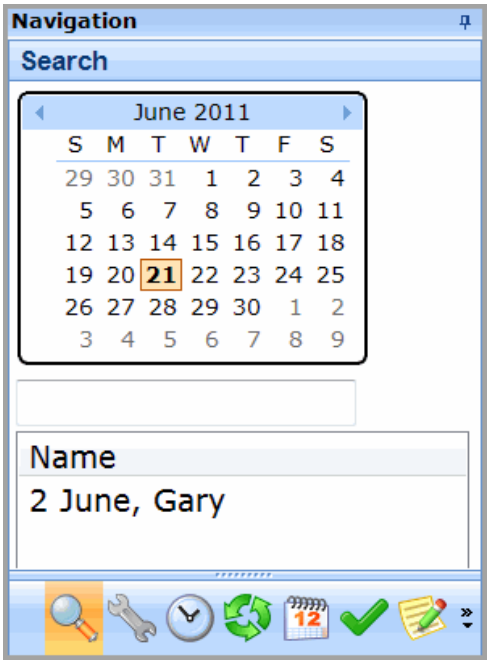
Patient No Show

See also

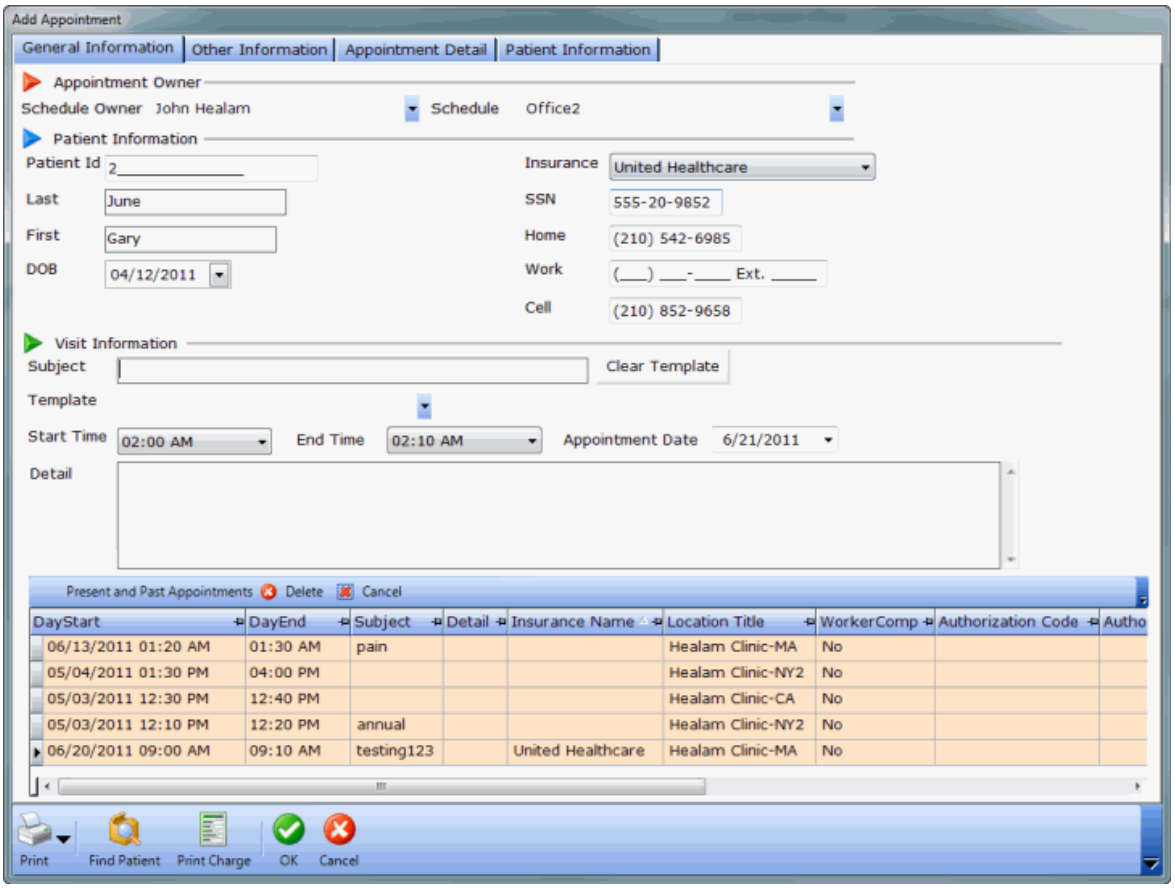
Screen Layout
Schedule Template
Add New Patient Record

Add Appointment by Click&Drag

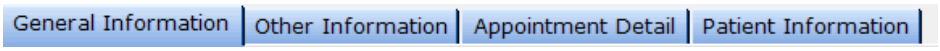
1. Find a patient by pressing the icon in the lower left screen
2. Type the first few letters of the patient last name or type "%" for all patients



3. Click and drag the patient name to the correct date and time on the schedule. The appointment window will open.



4. Change any information in the appointment window. Any demographic information changed in this screen will update the patient's master record. Select any tab along the top of the window to view/edit additional information on the appointment.



5. Press

See also

Reschedule a Patient
Reschedule All Patients
Find Open Appointment Time
Find Scheduled Patient Appointment
Cancel Appointment
Check In Patient
Check Out Patient
Patient No Show

Reschedule a Patient

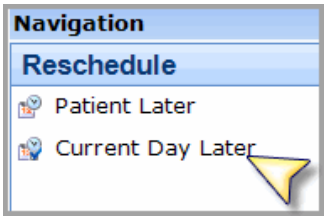
1. Find the scheduled patient's appointment
2. Change the Start Time and Appointment Date
3. Press

See also

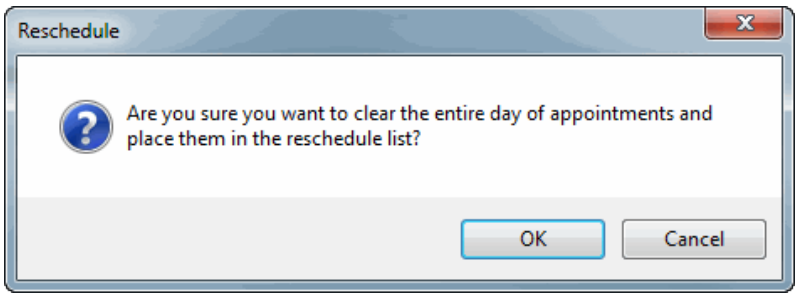
Add Appointment by Click&Drag
Reschedule All Patients
Find Open Appointment Time
Find Scheduled Patient Appointment
Cancel Appointment
Check In Patient
Check Out Patient
Patient No Show

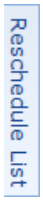
Reschedule All Patients

If an entire day's worth of appointments needs to be rescheduled, users can use the below procedure to add the patients to the reschedule list.

1. Click on
2. Press Current Day Later 

3. Answer OK to the message in the popup window if it is desired to have ALL patients from the current day rescheduled.



4. All patients from the current day are now added to the reschedule list
5. Click 

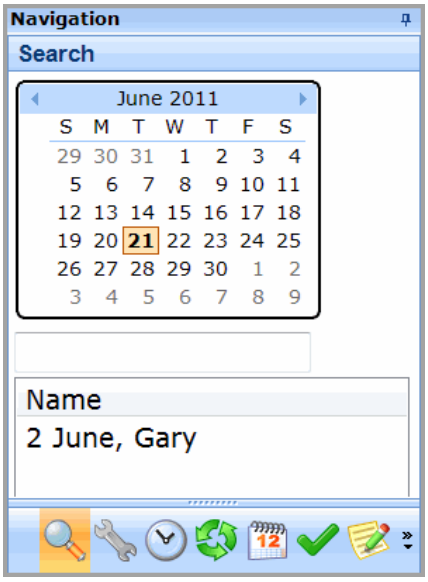
to view the patients on the list that are pending reschedule

See also

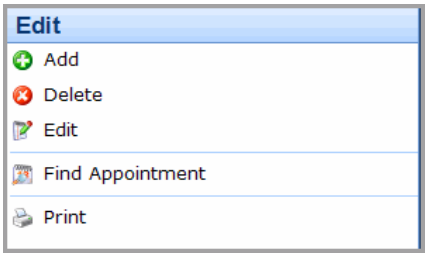
Add Appointment by Click&Drag
Reschedule a Patient
Find Open Appointment Time
Find Scheduled Patient Appointment
Cancel Appointment
Check In Patient
Check Out Patient
Patient No Show

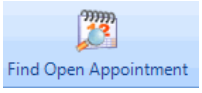
Find Open Appointment Time

1. Find a patient by pressing the icon in the lower left screen
2. Type the first few letters of the patient last name or type "%" for all patients and press enter

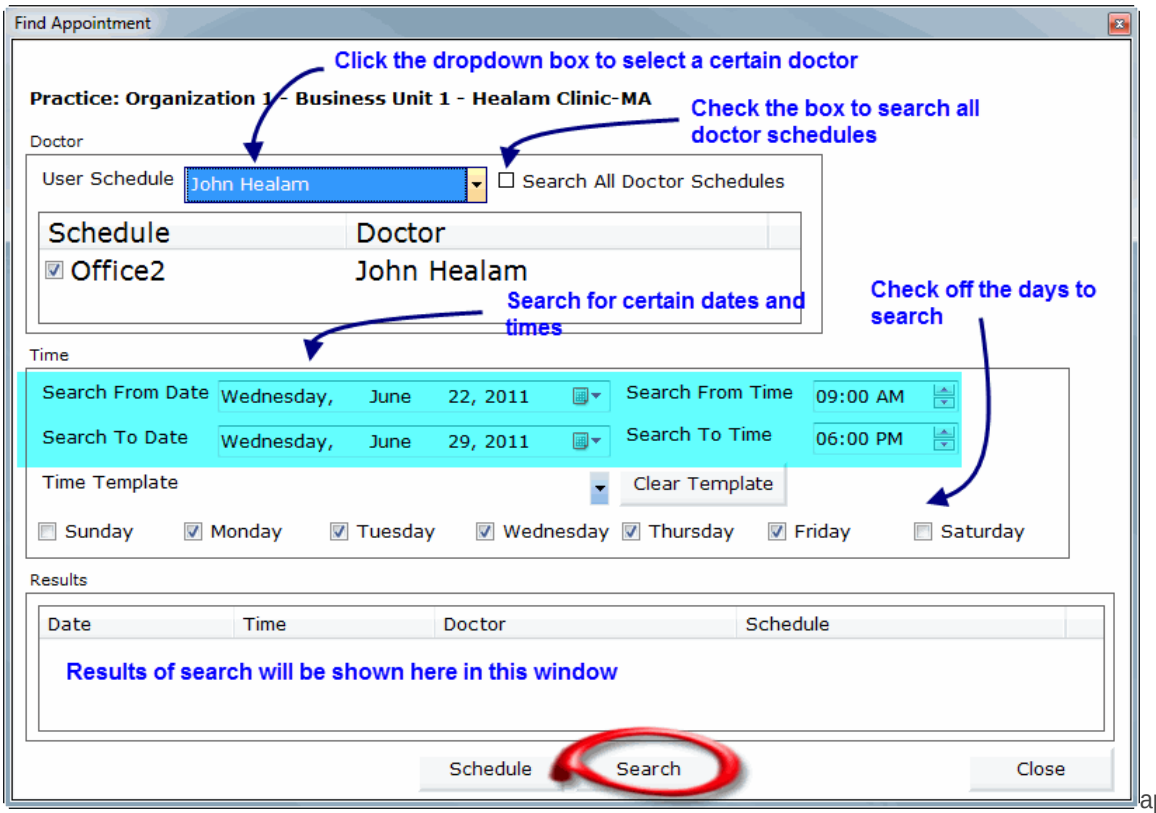


3. Click on the desired patient's name
4. Press in the lower left corner
5. Press Find Appointment



Note: The shortcut to the Find Open Appointment is the button 

6. In the Find Appointment window, change the criteria for your search and Press the search button



appt

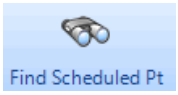
7. Select the desired open appointment time in the Results section and click on it
8. Press the schedule button to open the appointment window
9. Change the desired information for the appointment
10. Press

See also

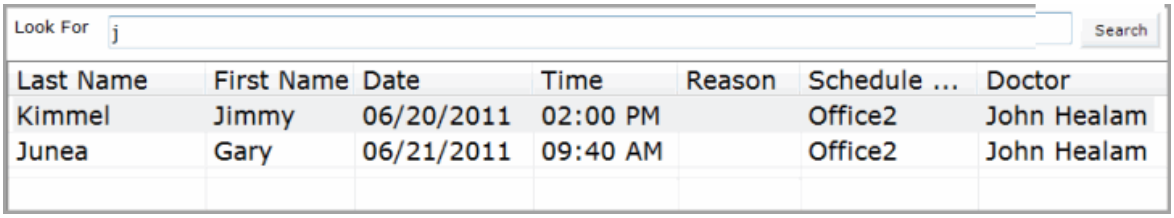
Add Appointment by Click&Drag
Reschedule a Patient
Reschedule All Patients
Find Scheduled Patient Appointment
Cancel Appointment
Check In Patient
Check Out Patient
Patient No Show

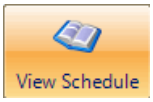
Find Scheduled Patient Appointment

Search all patients, all doctors for any open appointments:

1. Press 

2. Enter a portion of the patient's last name in the "Look for" box and press Search or press enter



3. Double click on the desired patient and appointment
4. Press 

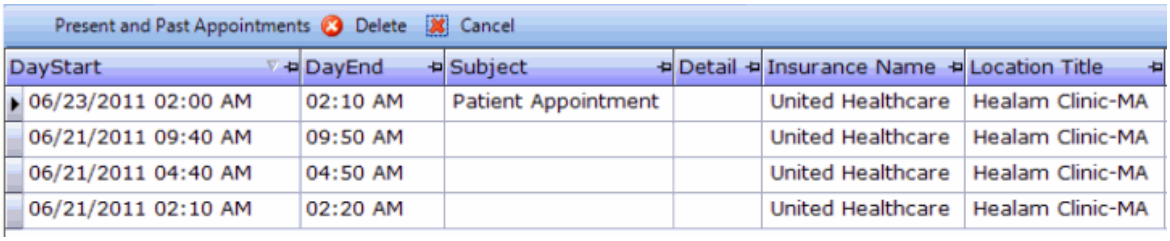
to return to the schedule view

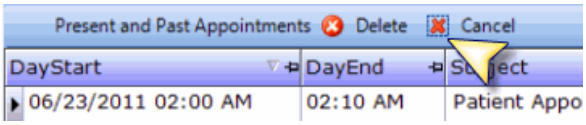
See also

Add Appointment by Click&Drag
Reschedule a Patient
Reschedule All Patients
Find Open Appointment Time
Cancel Appointment
Check In Patient
Check Out Patient
Patient No Show

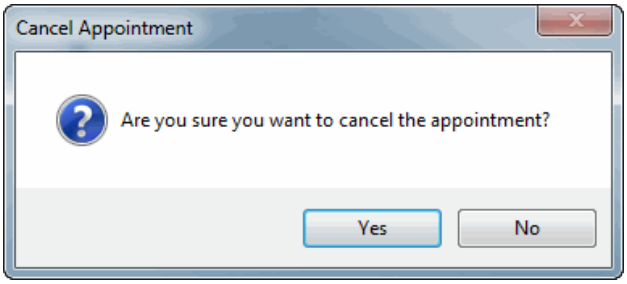
Cancel Appointment

1. Find the patient's scheduled appointment
2. Click on the appointment to cancel in the appointment list at the bottom of the "Add Appointment" screen

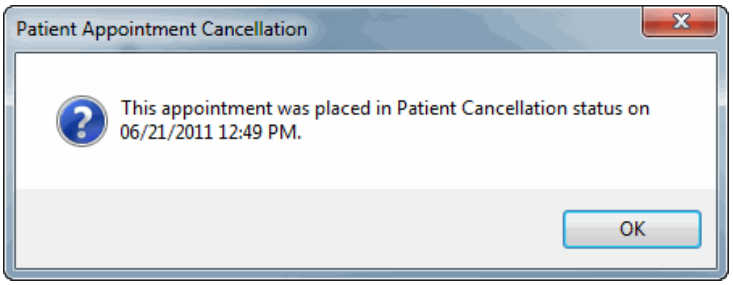


3. Click on 

4. Click on "yes"



5. Click on OK



See also

Add Appointment by Click&Drag
Reschedule a Patient
Reschedule All Patients
Find Open Appointment Time
Find Scheduled Patient Appointment
Check In Patient
Check Out Patient
Patient No Show

Check In Patient

1. If the patient's appointment is visible on the schedule, then highlight it, otherwise use search to find the patient's scheduled appointment

2. Press

See also

Add Appointment by Click&Drag
Reschedule a Patient
Reschedule All Patients
Find Open Appointment Time
Find Scheduled Patient Appointment
Cancel Appointment
Check Out Patient
Patient No Show

Check Out Patient

1. If the patient's appointment is visible on the schedule, then highlight it, otherwise use search to find the patient's scheduled appointment

2. Press

See also

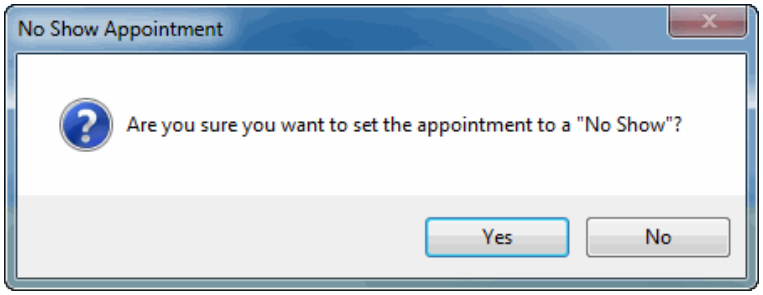
Add Appointment by Click&Drag
Reschedule a Patient
Reschedule All Patients
Find Open Appointment Time
Find Scheduled Patient Appointment
Cancel Appointment
Check In Patient
Patient No Show

Patient No Show

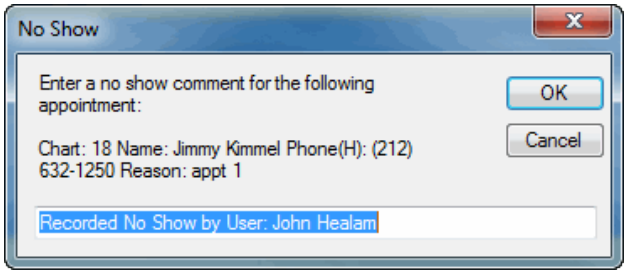
1. If the patient's appointment is visible on the schedule, then highlight it, otherwise use search to find the patient's scheduled appointment

2. Press

3. Click on "Yes" in the popup window



4. Enter a comment in the "No Show" window and press OK|


No Show
Enter a no show comment for the following appointment:
Chart: 18 Name: Jimmy Kimmel Phone(H): (212) 632-1250 Reason: appt 1
OK
Cancel
Recorded No Show by User: John Healam

See also

Add Appointment by Click&Drag
Reschedule a Patient
Reschedule All Patients
Find Open Appointment Time
Find Scheduled Patient Appointment
Cancel Appointment
Check In Patient

Check Out Patient

ScriptSure eRx

Articles in this section

Quick Start Guide

Login eRx

Screen Layout

Basic Procedures

Patient

Medication

Consultant

Notes

Messages

Disease Information

Reporting

Setup

See also

- Welcome
- Getting Started
- ScriptSure Scheduler

Quick Start Guide

For version 7.6, review the Quick Start Guide for changes to your new release and an introduction to Scriptsure.

ScriptSure Quick Start Guide 7.60.pdf

See also

Login eRx
Screen Layout
Basic Procedures
Patient
Medication
Consultant
Notes
Messages
Disease Information
Reporting
Setup

Login eRx

Launching ScriptSure

To launch the program, double-left click the ScriptSure Icon from the desktop.

The program splash screen will appear followed by the Login Window.

Login Window

To Login, each user must enter a User Name and Password. This username and login is either provided by your system administrator or Daw Systems staff directly.

User Login

If this is your first time logging in, you will need to complete setup options:

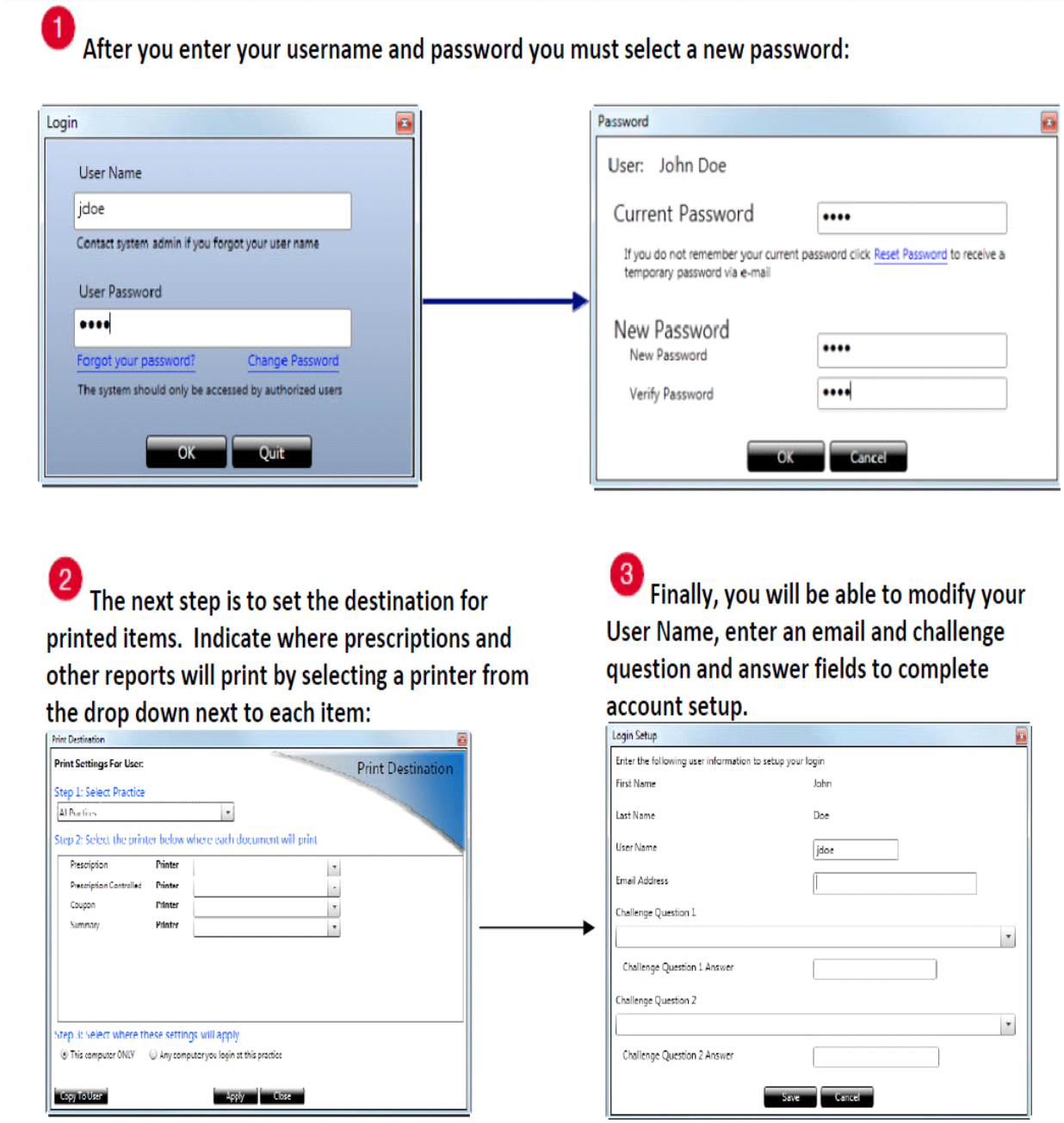
User Name:

By default, User Name is the first letter of your first name and your entire last name (all lowercase).

For example: John Doe would use User Name jdoe

Password: The password for all users for first login the password is pass

After you enter the username and password, select a new password:


1 After you enter your username and password you must select a new password:
Login
User Name
jdoe
Contact system admin if you forgot your user name
User Password
Forgot your password?
Change Password
The system should only be accessed by authorized users
OK
Quit
Password
User: John Doe
Current Password
If you do not remember your current password click Reset Password to receive a temporary password via e-mail
New Password
New Password
Verify Password
OK
Cancel
2 The next step is to set the destination for printed items. Indicate where prescriptions and other reports will print by selecting a printer from the drop down next to each item:
Print Destination
Print Settings For User:
Print Destination
Step 1: Select Practice
Step 2: Select the printer below where each document will print
Prescription
Prescription Controlled
Coupon
Summary
Printer
Step 3: Select where these settings will apply
This computer ONLY
Any computer you login at this practice
Copy To User
Apply
Close
3 Finally, you will be able to modify your User Name, enter an email and challenge question and answer fields to complete account setup.
Login Setup
Enter the following user information to setup your login
First Name
John
Last Name
Doe
User Name
jdoe
Email Address
Challenge Question 1
Challenge Question 1 Answer
Challenge Question 2
Challenge Question 2 Answer
Save
Cancel

Change User

To login under another username after the program is open, click the small doctor icon on the toolbar at the bottom right and the Login Window will appear.

See also

Quick Start Guide
Screen Layout
Basic Procedures
Patient
Medication
Consultant
Notes
Messages
Disease Information
Reporting
Setup

Screen Layout

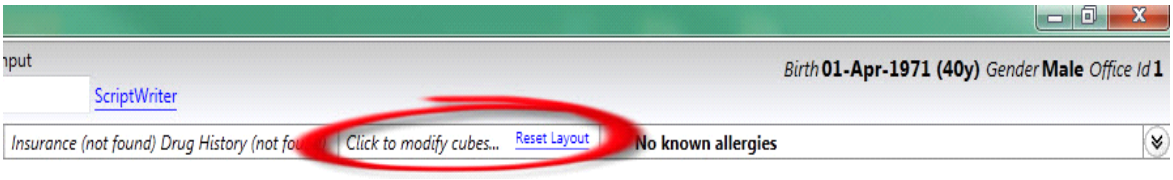
ScriptSure allows users to cutomize the software screens to meet individual preferences.

The Home Screen of ScriptSure functions as a dashboard for each user. From this screen, users can pcik and choose the information to place on the screen. The following cubes can be turned on or off as the user desires; as delivered, the Patient Search cube is active.

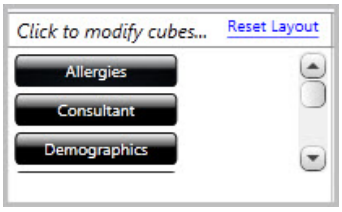
- Patient Search
- Add Patient
- Electronic Messages
- News
- Previous Patient
- Schedule - only available if the user has a license for the Schedule module

To turn on a cube on the Home Screen:

1. Click the button on the toolbar at the bottom of the screen
2. On the toolbar at the top of the screen, "Click to Modify cubes....."


ScriptWriter
Birth 01-Apr-1971 (40y) Gender Male Office Id 1
Insurance (not found) Drug History (not fo
Click to modify cubes...
Reset Layout
No known allergies

3. A drop down window will appear with the cubes that are available to open. Click on a cube name to open (i.e. Allergies).



NOTES:

- *Each cube can be explanded by clicking the sizing button on the top right.*
- *The screen veiw can be reset by clicking the Reset Layout link.*
- *To close a cube that has been opened, click the X on the top right corner of the cube.*

See also

Quick Start Guide
Login eRx
Basic Procedures
Patient
Medication
Consultant
Notes
Messages
Disease Information
Reporting
Setup

Basic Procedures

Change User

Adjust Print Settings

Prescribe as Doctor

Print the Discharge Summary

Select Practice

See also

Quick Start Guide
Login eRx
Screen Layout
Patient
Medication
Consultant
Notes
Messages
Disease Information
Reporting
Setup

Change User

It is possible to switch users while logged on to ScriptSure.

1. Press the in the lower, right corner
2. Enter the new user's login information

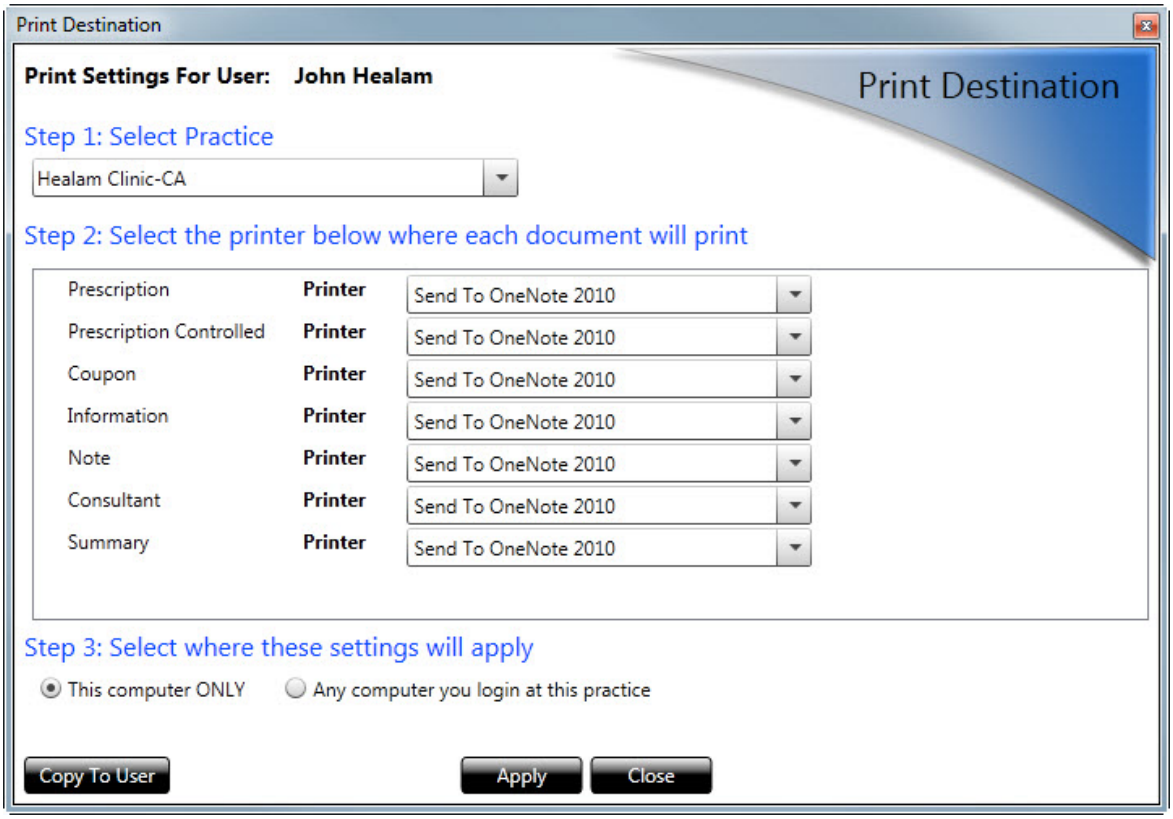
See also

Adjust Print Settings
Prescribe as Doctor
Print the Discharge Summary
Select Practice

Adjust Print Settings

There is a quick link to the printer settings within ScriptSure.

1. Press in the lower, right corner next to the Setup button
2. Select the appropriate printers for each type of document


Print Destination
Print Settings For User: John Healam
Print Destination
Step 1: Select Practice
Healam Clinic-CA
Step 2: Select the printer below where each document will print
Prescription Printer Send To OneNote 2010
Prescription Controlled Printer Send To OneNote 2010
Coupon Printer Send To OneNote 2010
Information Printer Send To OneNote 2010
Note Printer Send To OneNote 2010
Consultant Printer Send To OneNote 2010
Summary Printer Send To OneNote 2010
Step 3: Select where these settings will apply
This computer ONLY
Any computer you login at this practice
Copy To User
Apply
Close

3. Indicate in Step 3 whether these settings are valid for this computer only or all computers where this user logs in. *NOTE: The Coupon should never print to the Star printer*
4. Press Apply and then Close

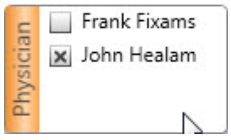
See also

Change User
Prescribe as Doctor
Print the Discharge Summary
Select Practice

Prescribe as Doctor

Authorized users can prescribe as a doctor. This privilege is set up in the user settings in Prescribing Security. Only an administrator or ScriptSure representative can make this change. If the current logged in user has the ability to prescribe as a doctor, the following option is available.

1. Press
2. Select the doctor that the current logged in user will prescribe for



See also

Change User
Adjust Print Settings
Print the Discharge Summary
Select Practice

Print the Discharge Summary

When a patient's appointment is complete, it is common to print a summary of the visit. This can be setup to print to any printer in the office. The practice can adjust the printer settings to the desired printer.

1. Press
2. The summary will be printed to the printer

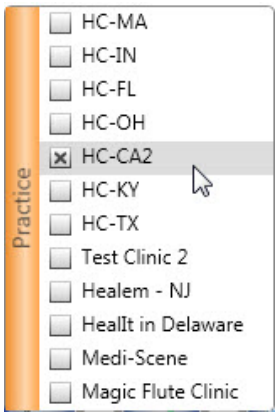
See also

Change User
Adjust Print Settings
Prescribe as Doctor
Select Practice

Select Practice

If an organization has multiple practices, it is possible to switch between the practices.

1. Press
2. Click on the box next to the practice that the user will be working in



See also

Change User
Adjust Print Settings
Prescribe as Doctor
Print the Discharge Summary

Patient

Select the help topic below.

Patient - Add New

Patient - Find and Open Chart

Patient - Insurance

Patient - Archive

Patient - Allergy - Add, Modify, Archive

Patient - Add Diagnosis

Patient - Consultant Referral - Add, Archive

Patient Prescriptions

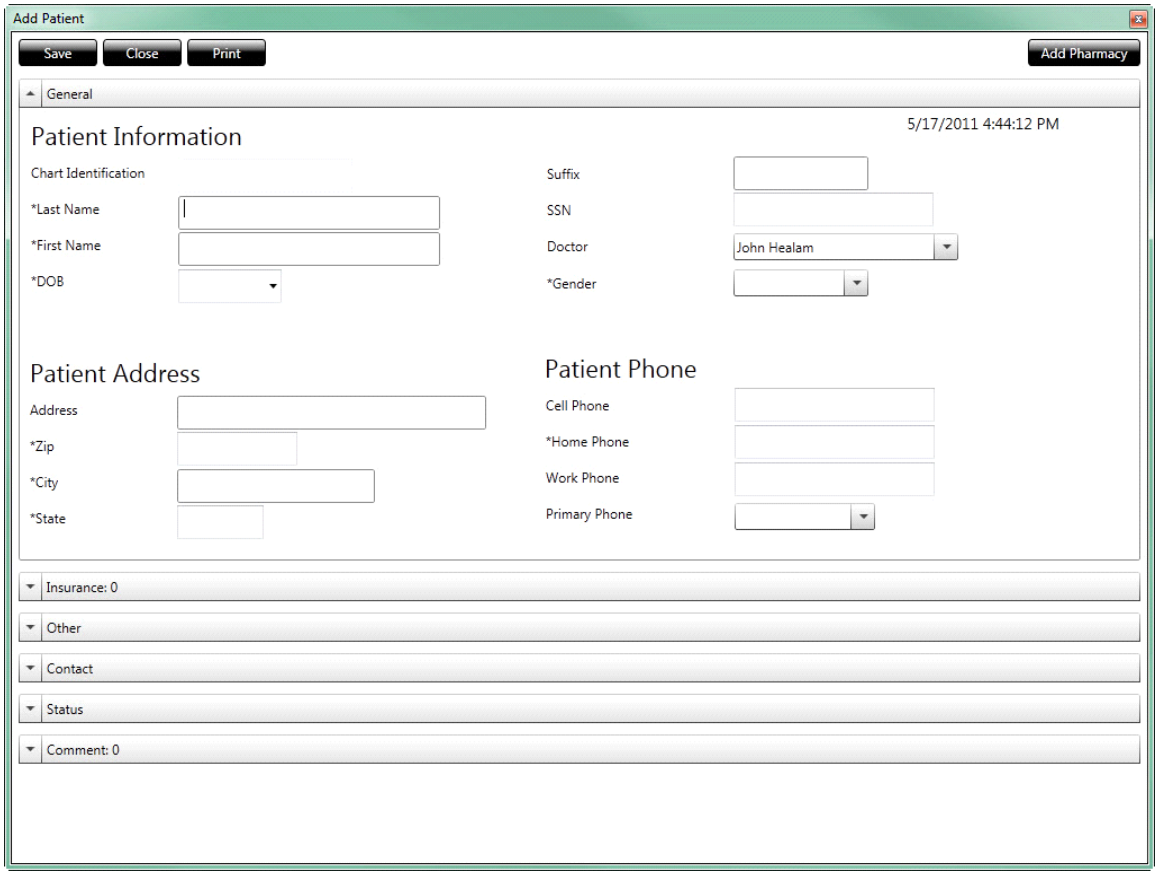
See also

Quick Start Guide
Login eRx
Screen Layout
Basic Procedures
Medication
Consultant
Notes
Messages
Disease Information
Reporting
Setup

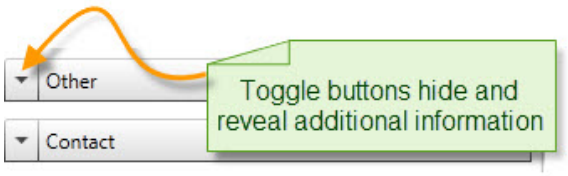
Patient - Add New

An unlimited number of patients can be added to ScriptSure. Demographic information, insurance, allergies and more can be entered by following the steps below.

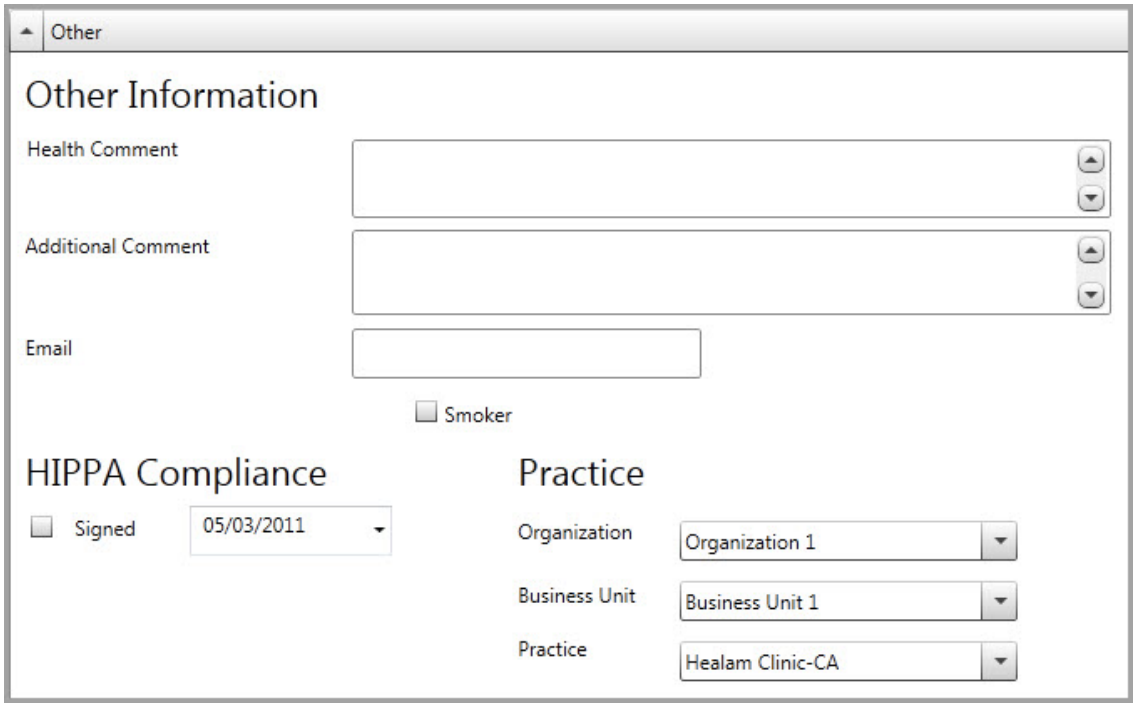
1. Click the button on the toolbar at the bottom of the screen
2. Click button at the top of the screen
3. On the Add Patient screen, enter the patient information. The fields that have an asterik by the description such as patient Last Name, First Name, and Date of Birth (DOB), etc. are required fields for each patient.

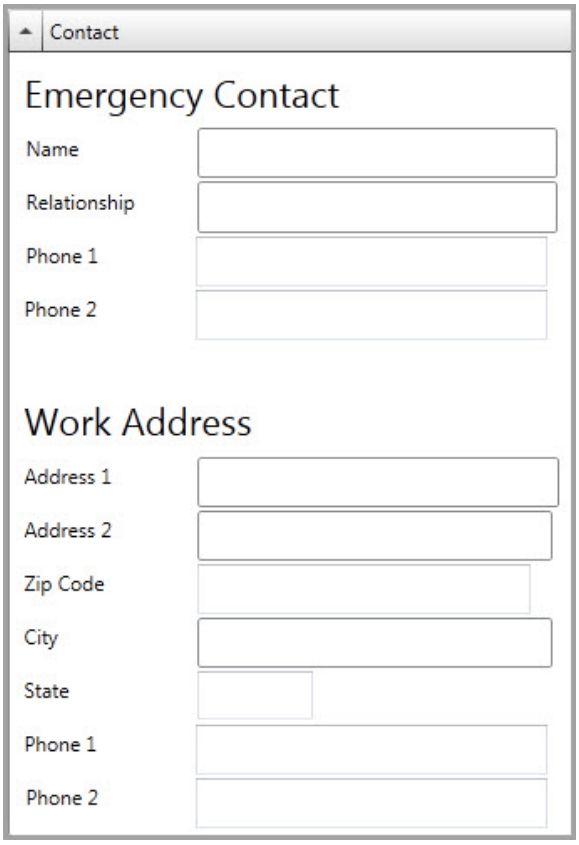


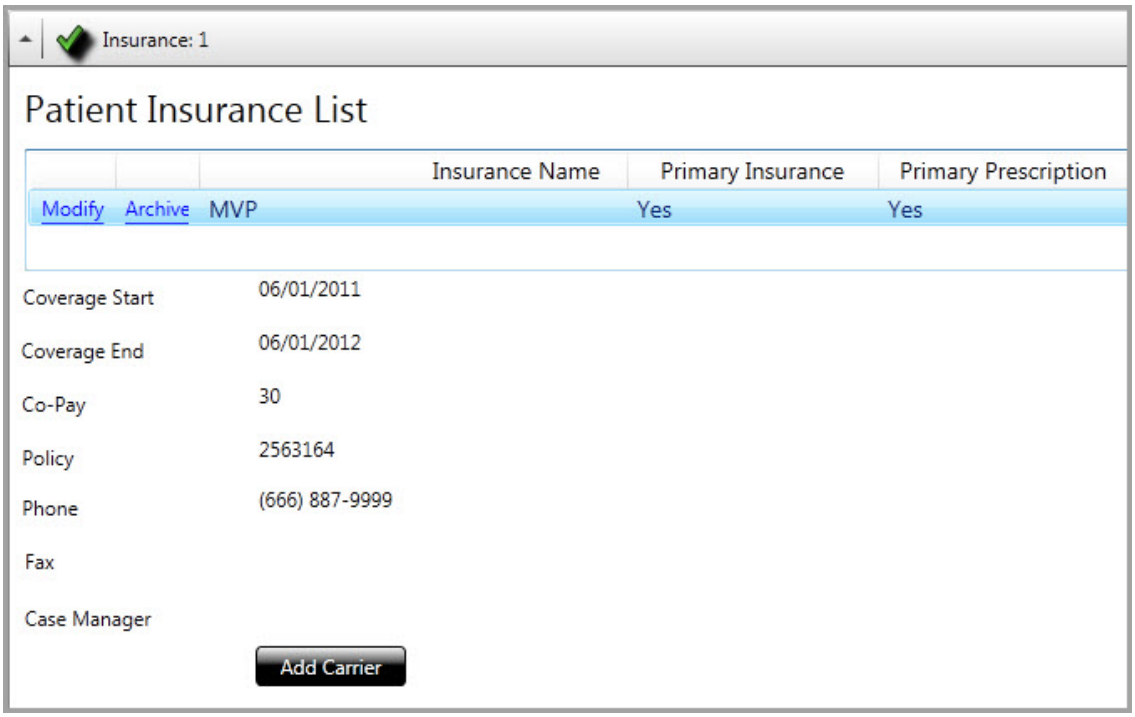
4. Select the button on any bar in the lower part of the screen to reveal additional information fields on the patient record



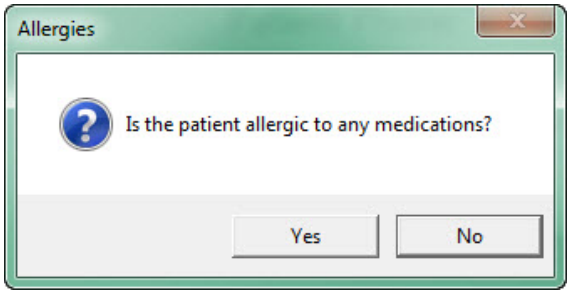
5. See below the information that is contained in each bar:







6. Press the Save button to save the information entered. If the patient does not have any allergies on file, the following popup will be received:



7. Select "Yes" or "No" *NOTE: Answering this question will record that the patient has an allergy. Adding information about the allergy is done in a separate step.*

See also

Patient - Find and Open Chart
Patient - Insurance
Patient - Archive
Patient - Allergy - Add, Modify, Archive
Patient - Add Diagnosis
Patient - Consultant Referral - Add, Archive
Patient Prescriptions

Patient - Find and Open Chart

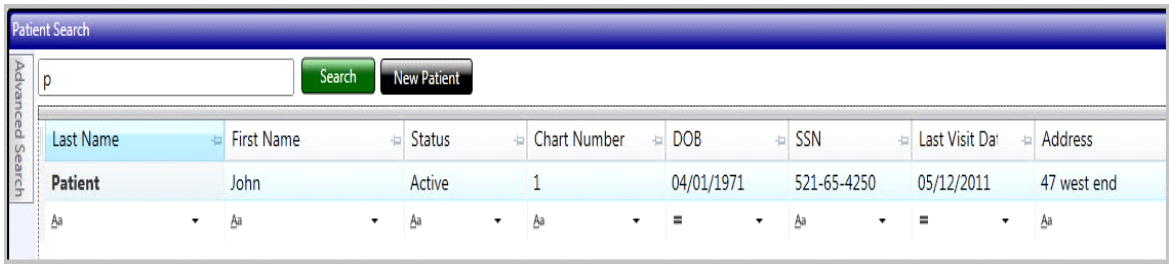
Users can find a patient record using the default search or the advanced search from the Home screen. The default search find patients by the first letter or letters of the patient's last name. When a patient record is double-clicked, the initial screen will be the Patient Medication history table of the chart.

Search for a patient using default search
Search for a patient using advanced search

Search for a patient using the default search:

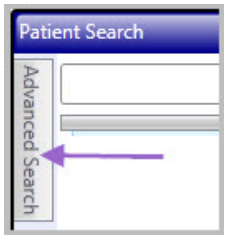
1. Click on button
2. Enter the first letter or letters of the patient's last name in the field below the Patient Search title bar

3. Press
4. Select desired patient by double clicking anywhere on the row in the result area

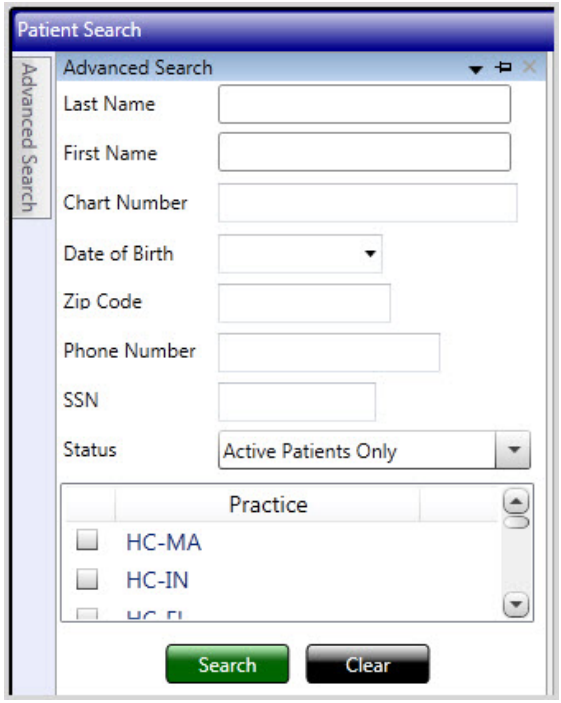


Search for a patient using the advanced search:

1. Click on button
2. Click on "Advanced Search" below the Patient Search title bar

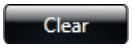


3. Enter the desired criteria in any field



1. Select from the status dropdown field if "Inactive" patients should be included in the results
2. Select the practice/s that should be included in the search NOTE: if all boxes are blank, then all practices will be searched

4. Press

5. If new criteria is desired, press the 

button in the Advanced Search Window and repeat steps 3 and 4

6. Select desired patient by double clicking anywhere on the row in the result area

See also

Patient - Add New
Patient - Insurance
Patient - Archive
Patient - Allergy - Add, Modify, Archive

Patient - Add Diagnosis
Patient - Consultant Referral - Add, Archive
Patient Prescriptions

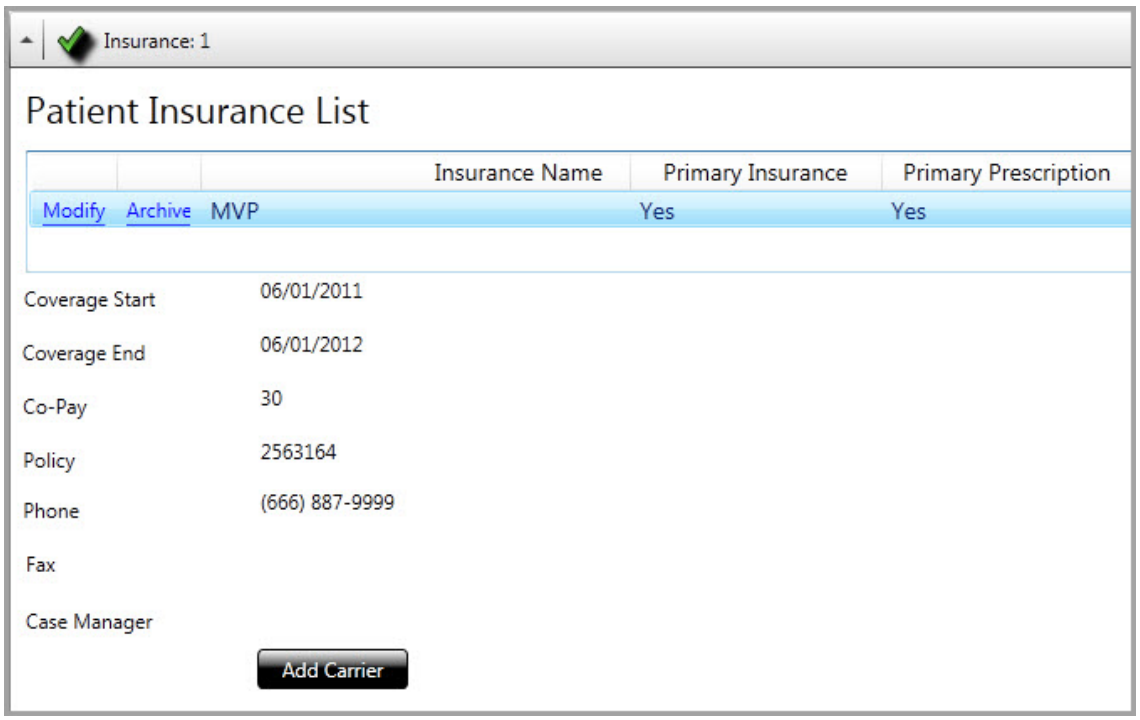
Patient - Insurance

Once a new patient has been added, additional information can be added or edited.

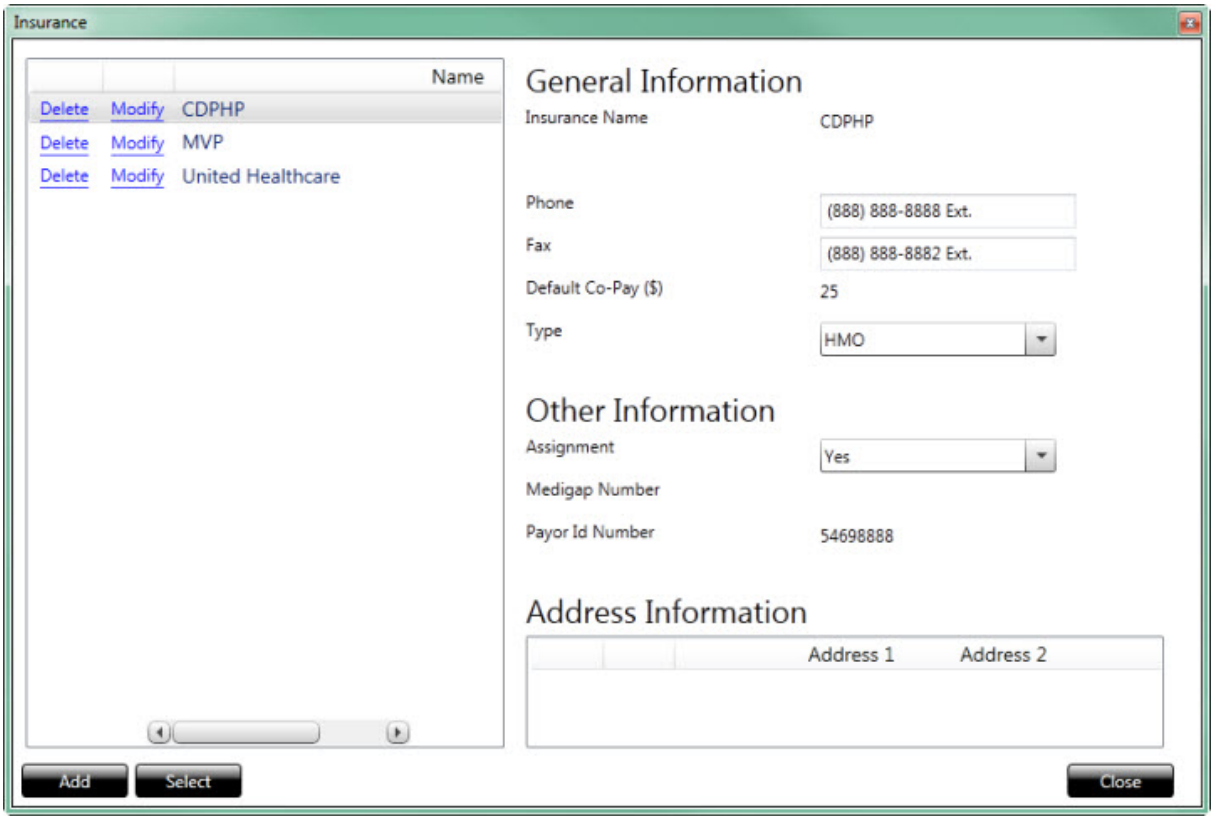
1. Find and select the patient record to Edit
2. Select Demographics
3. Follow the instructions below for each record update

Add Patient Insurance Information

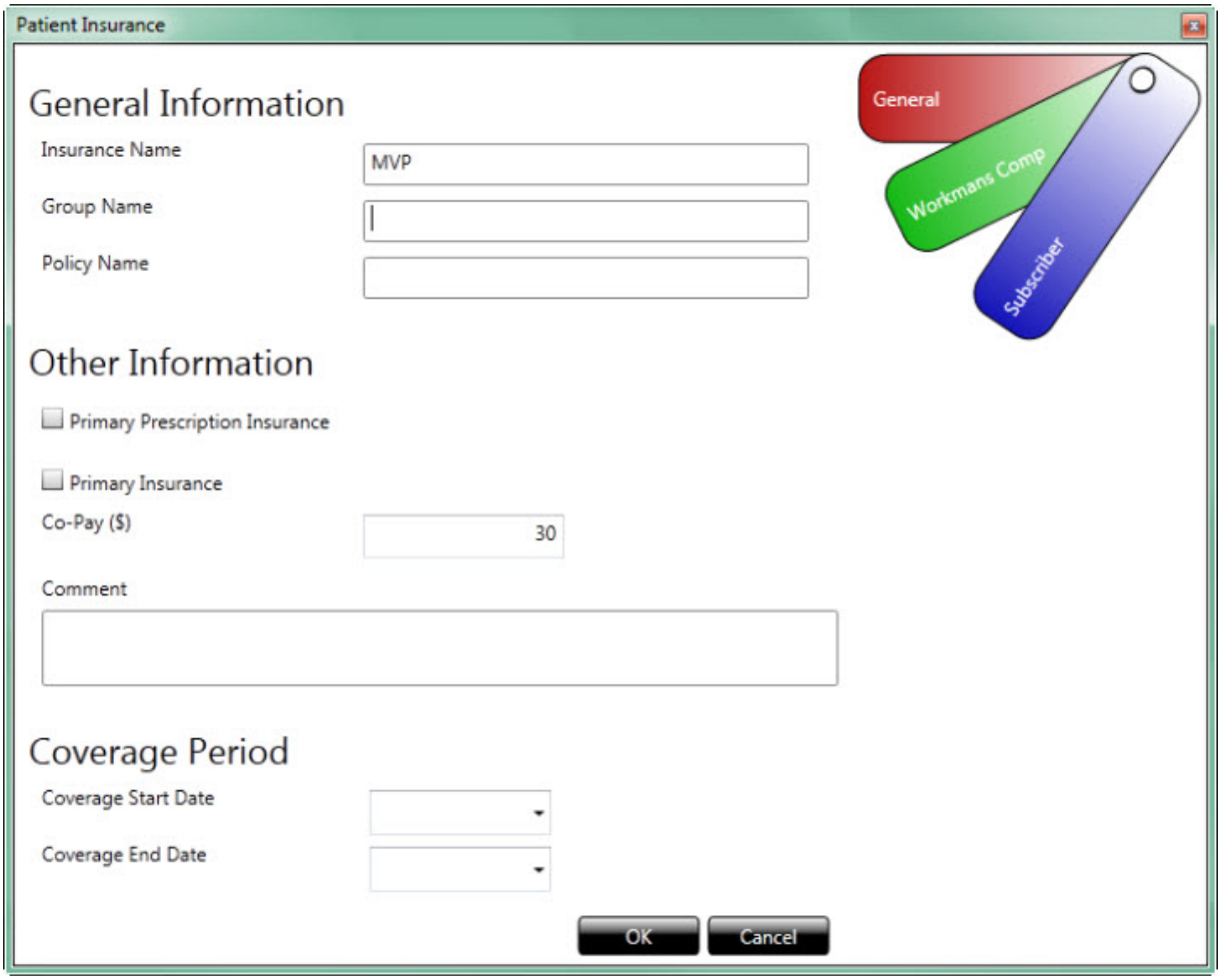
- Click the arrow next to "Insurance"



- Press Add Carrier



- Select an insurance by highlighting it on the left side of the screen
- Press Select in the lower left corner of the screen to add the carrier



- Enter the necessary information for the patient's policy in the Patient Insurance screen
- Check the appropriate boxes if this is the Primary Insurance and Primary Prescription Insurance
- Select the tags in the upper right corner to add Workman's Comp or Subscriber information
- Press OK to exit
- Press Close on the insurance screen

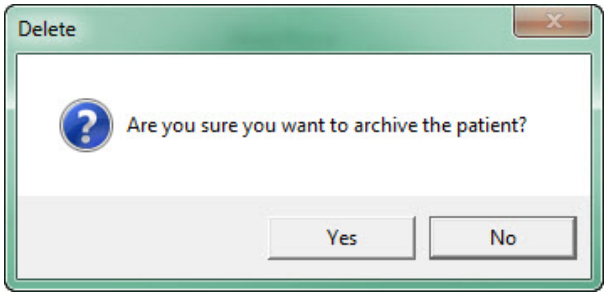
See also

Patient - Add New
Patient - Find and Open Chart
Patient - Archive
Patient - Allergy - Add, Modify, Archive
Patient - Add Diagnosis
Patient - Consultant Referral - Add, Archive
Patient Prescriptions

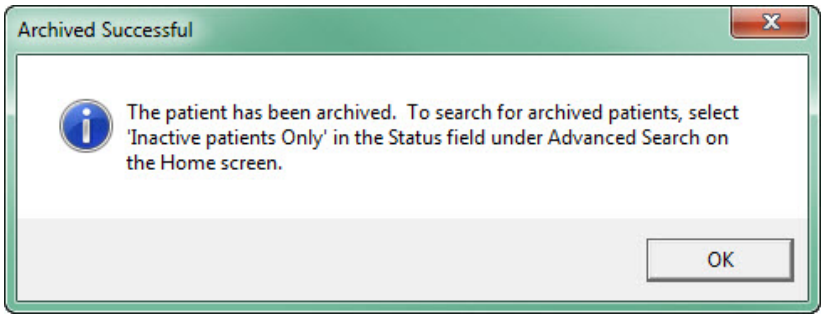
Patient - Archive

When a patient is archived, the status of the patient record is changed to "Inactive". Inactive patients are excluded from the default patient search on the Home screen. It is always possible to search for inactive or active patients using the advanced search functions. A patient's record, once archived, can be made active again by changing the status in the demographic screen.

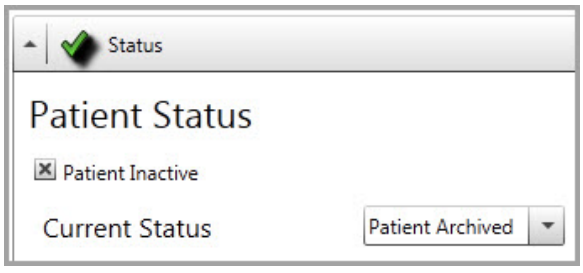
1. Find and select the patient record to archive
2. Select Demographics
3. Select the Archive button in the top, right of the screen
4. Select "Yes" on the popup message



5. Press ok on the "Archive Successful" popup


Archived Successful
The patient has been archived. To search for archived patients, select 'Inactive patients Only' in the Status field under Advanced Search on the Home screen.
OK

6. The patient record's status has been changed to "Inactive" and "Archived". This can be viewed on the demographic screen in the "Status" section.



See also

Patient - Add New
Patient - Find and Open Chart
Patient - Insurance
Patient - Allergy - Add, Modify, Archive
Patient - Add Diagnosis
Patient - Consultant Referral - Add, Archive
Patient Prescriptions

Patient - Allergy - Add, Modify, Archive

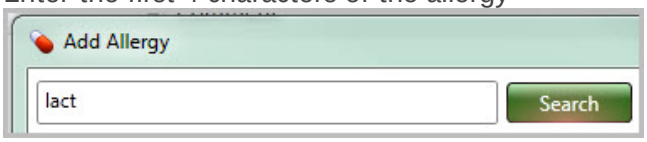
Patients can have more than one allergy listed in their record. Once added to a patient's record, an allergy cannot be deleted. To remove and allergy from view, archive the allergy. Follow the steps below for adding, modifying or archiving an allergy from the patient record. ScriptSure will warn a physician of the allergy when a drug that may cause an allergy is prescribed. For example, if a patient is allergic to Penicillins and the brand name drug Amoxil is prescribed, a warning window will appear. Patient allergies will be instantly apparent with on-screen strike-outs.

Add an allergy
Modify an allergy
Archive and allergy

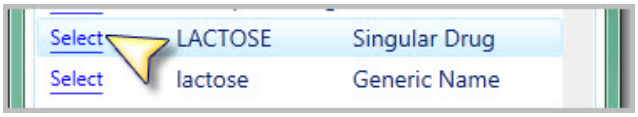
To add an allergy:

1. Find and select the patient record or if patient is already loaded, select the button
2. Select the

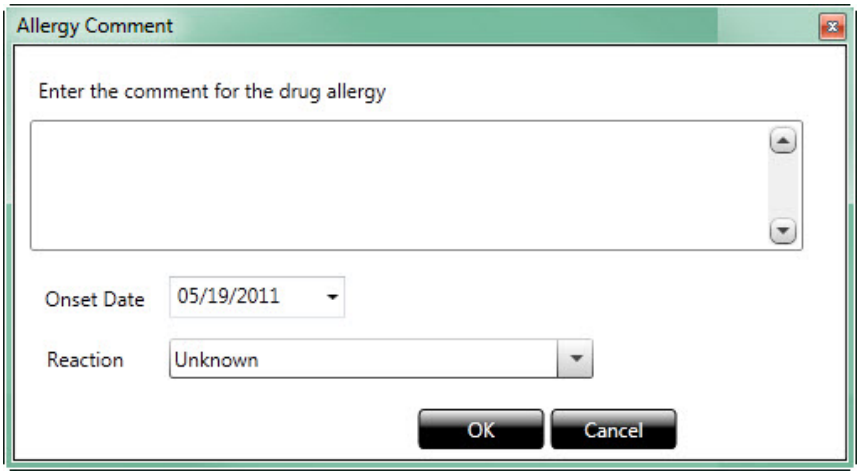
tab
3. Click

in the top, right corner of the screen
4. Enter the first 4 characters of the allergy


5. Press

button
6. Press "Select" next to the desired allergy 

7. Enter a comment, onset date, and reaction for the selected allergy



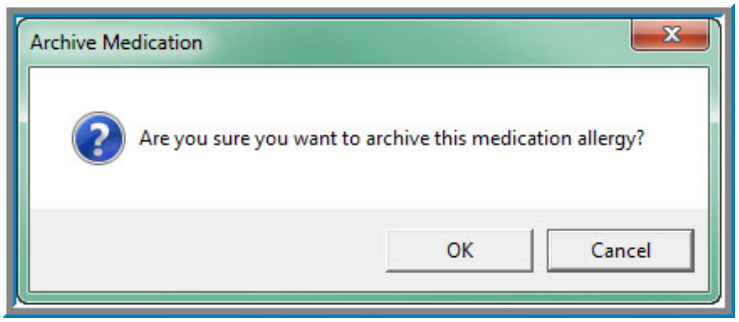
8. Press OK
9. Press Close to close the "Add Allergy" popup window

To modify an allergy:

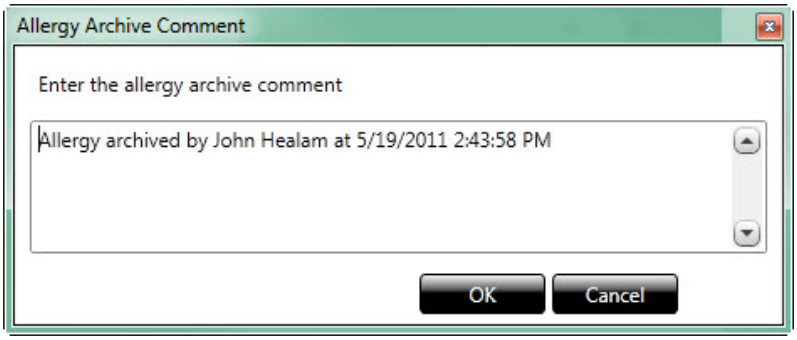
1. Find and select the patient record or if patient is already loaded, select the button
2. Select the Allergies tab
3. Click on the row of the desired allergy
4. Make the appropriate changes
5. Press OK
6. Press Close to close the "Add Allergy" popup window

To archive an allergy:

1. Find and select the patient record or if patient is already loaded, select the button
2. Select the Allergies tab
3. Click on the row of the desired allergy
4. Click OK on the popup message

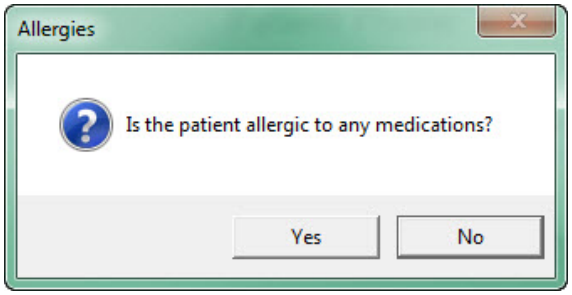


5. Enter a comment



6. Click

7. Select "Yes" or "No" to the popup message



See also

Patient - Add New
Patient - Find and Open Chart
Patient - Insurance
Patient - Archive
Patient - Add Diagnosis
Patient - Consultant Referral - Add, Archive
Patient Prescriptions

Patient - Add Diagnosis

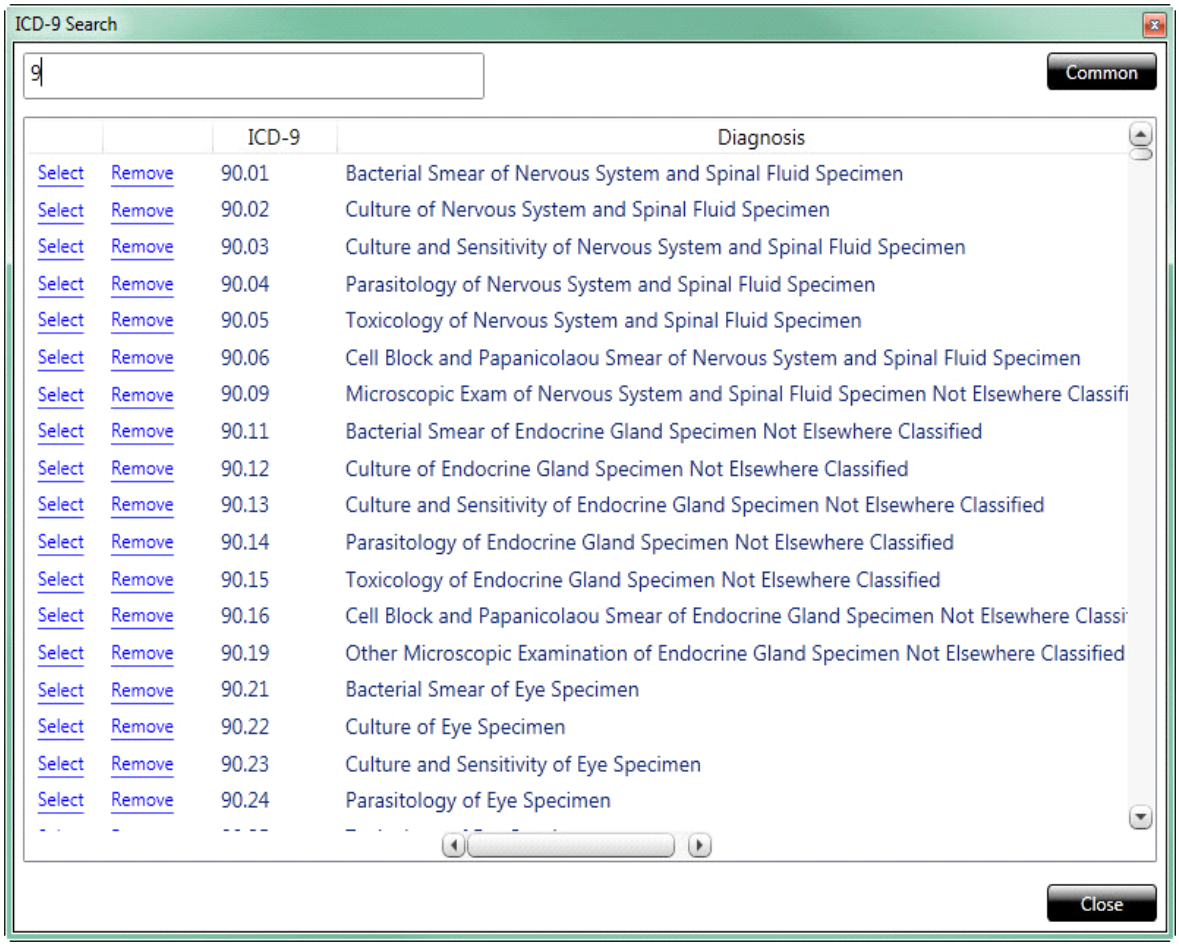
A visit diagnosis can be entered on the Diagnosis tab. Enter a "free hand" diagnosis, select a diagnosis from the ICD-9 code database or select a diagnosis from a historical visit.

Enter "free text" diagnosis:

1. Find and select a patient record
2. Select the Diagnosis tab
3. Enter text in the area below "Today's Diagnosis"

Enter ICD-9 code as a diagnosis:

1. Click on Add ICD-9
2. Enter an ICD-9 code in the upper, left box and press Enter

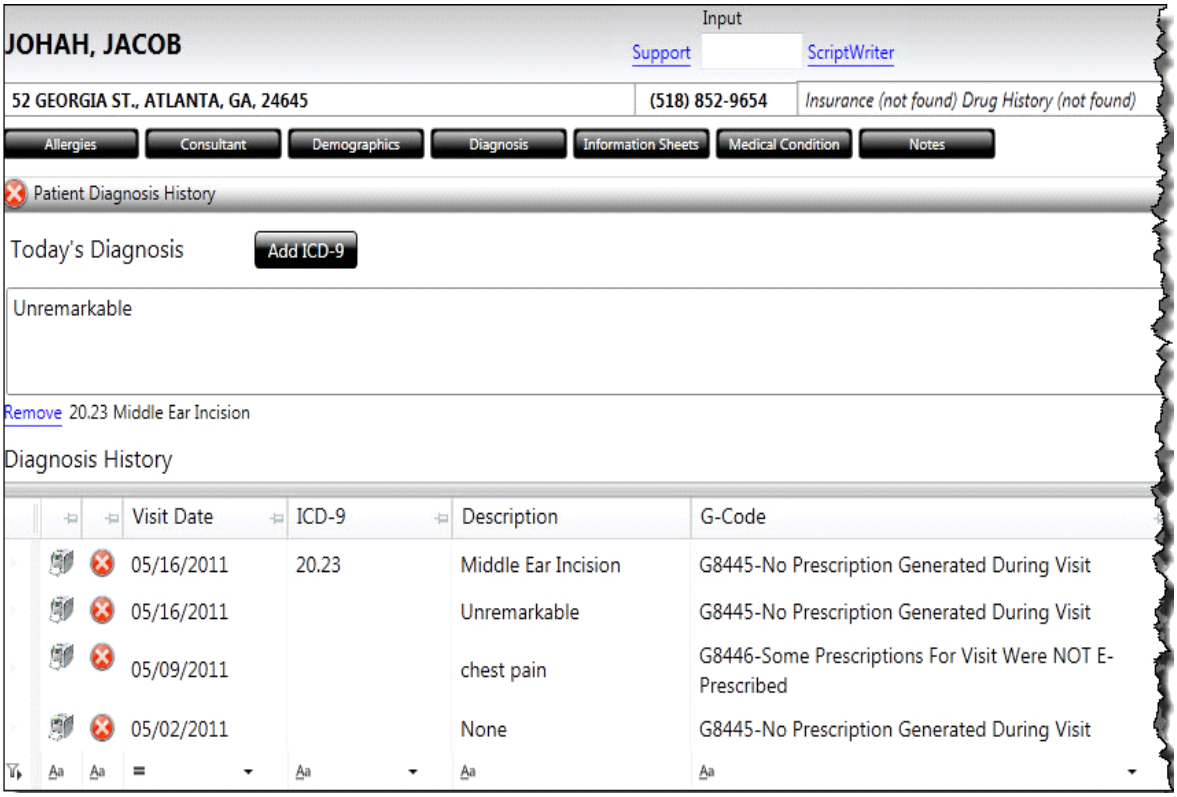

ICD-9 Search
9
Common
ICD-9
Diagnosis
Select Remove 90.01 Bacterial Smear of Nervous System and Spinal Fluid Specimen
Select Remove 90.02 Culture of Nervous System and Spinal Fluid Specimen
Select Remove 90.03 Culture and Sensitivity of Nervous System and Spinal Fluid Specimen
Select Remove 90.04 Parasitology of Nervous System and Spinal Fluid Specimen
Select Remove 90.05 Toxicology of Nervous System and Spinal Fluid Specimen
Select Remove 90.06 Cell Block and Papanicolaou Smear of Nervous System and Spinal Fluid Specimen
Select Remove 90.09 Microscopic Exam of Nervous System and Spinal Fluid Specimen Not Elsewhere Classifi
Select Remove 90.11 Bacterial Smear of Endocrine Gland Specimen Not Elsewhere Classified
Select Remove 90.12 Culture of Endocrine Gland Specimen Not Elsewhere Classified
Select Remove 90.13 Culture and Sensitivity of Endocrine Gland Specimen Not Elsewhere Classified
Select Remove 90.14 Parasitology of Endocrine Gland Specimen Not Elsewhere Classified
Select Remove 90.15 Toxicology of Endocrine Gland Specimen Not Elsewhere Classified
Select Remove 90.16 Cell Block and Papanicolaou Smear of Endocrine Gland Specimen Not Elsewhere Classi
Select Remove 90.19 Other Microscopic Examination of Endocrine Gland Specimen Not Elsewhere Classified
Select Remove 90.21 Bacterial Smear of Eye Specimen
Select Remove 90.22 Culture of Eye Specimen
Select Remove 90.23 Culture and Sensitivity of Eye Specimen
Select Remove 90.24 Parasitology of Eye Specimen
Close

3. Click on "Select" next to the desired Diagnosis to add the code to the patient's chart

4. Press Close

Enter a diagnosis from history for the current diagnosis:

1. Press button on the row of the desired diagnosis
2. This will add the text to the diagnosis text area



See also

Patient - Add New
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Patient - Insurance
Patient - Archive
Patient - Allergy - Add, Modify, Archive
Patient - Consultant Referral - Add, Archive
Patient Prescriptions

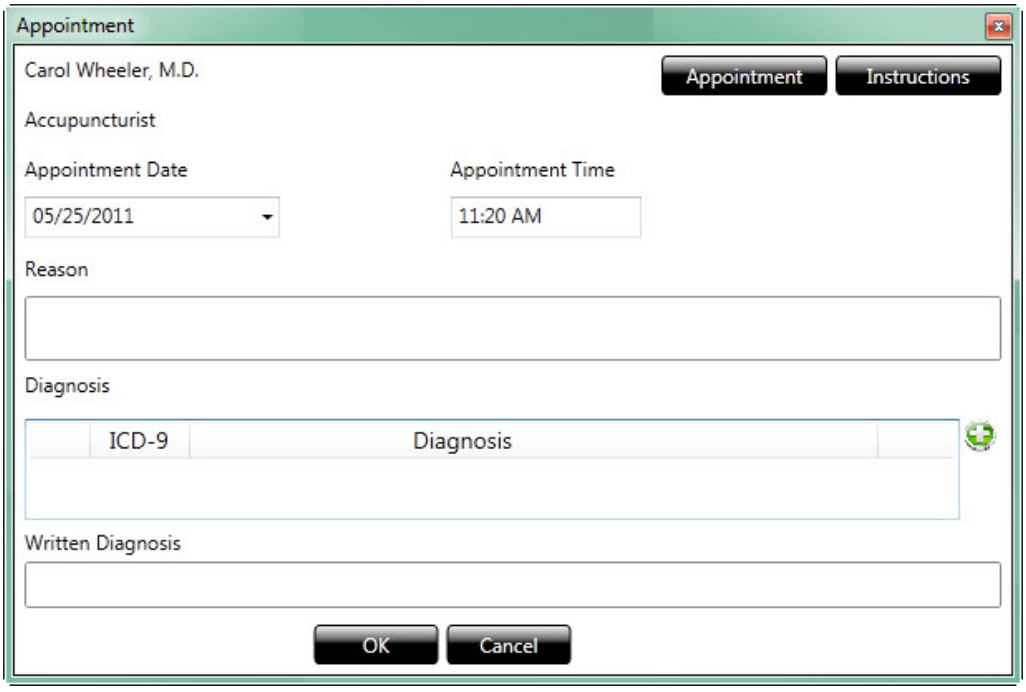
Patient - Consultant Referral - Add, Archive

Scriptsure allows users to set appointments for consultants. A consultant must be added to the Consultant (see Add Consultant) master list in order to be added to a patient's chart.

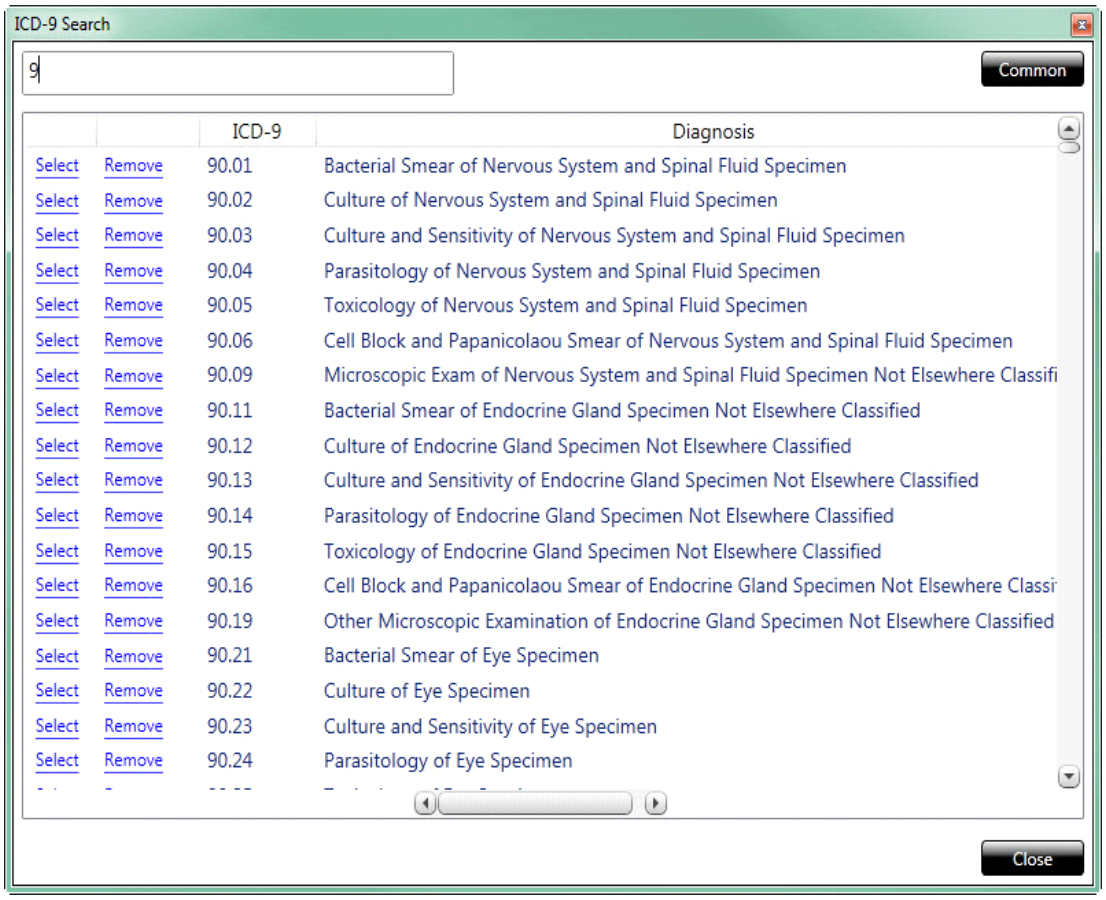
Add referral
Archive consultant referral from patient's chart

To add consultant referral:

1. Find and Select a Patient record
2. Press at the bottom of the screen
3. Search for a consultant
4. Click once on the consultant name in the Search pane
5. Press Set Appointment in the lower right corner



6. Enter the Appointment Date and Time
7. Enter the reason for the referral
8. Enter a diagnosis from Scriptsure's stored diagnosis ICD-9 list
    1. Press next to the Diagnosis field
    2. Enter an ICD-9 code in the upper, left box and press Enter


ICD-9 Search
9
Common
ICD-9
Diagnosis
Select Remove 90.01 Bacterial Smear of Nervous System and Spinal Fluid Specimen
Select Remove 90.02 Culture of Nervous System and Spinal Fluid Specimen
Select Remove 90.03 Culture and Sensitivity of Nervous System and Spinal Fluid Specimen
Select Remove 90.04 Parasitology of Nervous System and Spinal Fluid Specimen
Select Remove 90.05 Toxicology of Nervous System and Spinal Fluid Specimen
Select Remove 90.06 Cell Block and Papanicolaou Smear of Nervous System and Spinal Fluid Specimen
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Select Remove 90.11 Bacterial Smear of Endocrine Gland Specimen Not Elsewhere Classified
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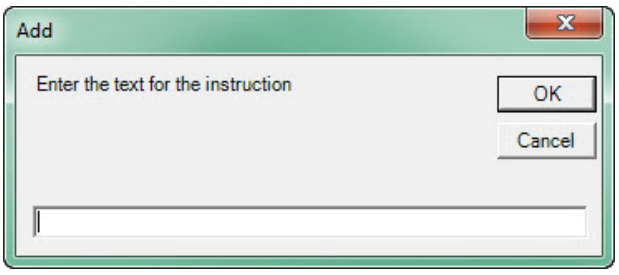
Select Remove 90.19 Other Microscopic Examination of Endocrine Gland Specimen Not Elsewhere Classified
Select Remove 90.21 Bacterial Smear of Eye Specimen
Select Remove 90.22 Culture of Eye Specimen
Select Remove 90.23 Culture and Sensitivity of Eye Specimen
Select Remove 90.24 Parasitology of Eye Specimen
Close

3. Click on "Select" next to the desired Diagnosis to add the code to the patient's chart
4. Press Close

9. Add Instructions by clicking on Instructions
10. Select an instruction
    1. From the saved: check the box to the left of the instruction
    2. Add Instruction: select Add Instruction and enter the text for the instruction

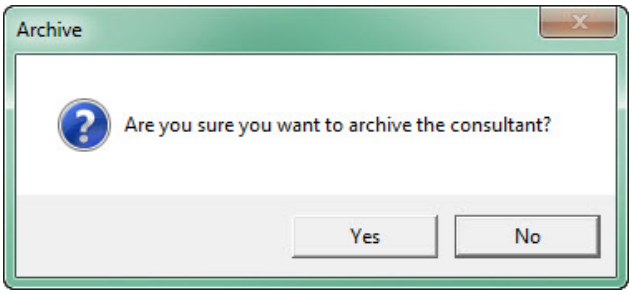


    3. Press OK
11. Press OK to print the referral and add the consultant to the patient's chart

To archive a consultant from the patient's chart:

1. Find and Select a Patient record
2. Select
3. Select

4. Select ☐ on the row to archive
5. Right click and select "Archive"
6. Select "Yes" from the archive popup



See also

Patient - Add New
Patient - Find and Open Chart
Patient - Insurance
Patient - Archive
Patient - Allergy - Add, Modify, Archive
Patient - Add Diagnosis
Patient Prescriptions

Patient Prescriptions

Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History
Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

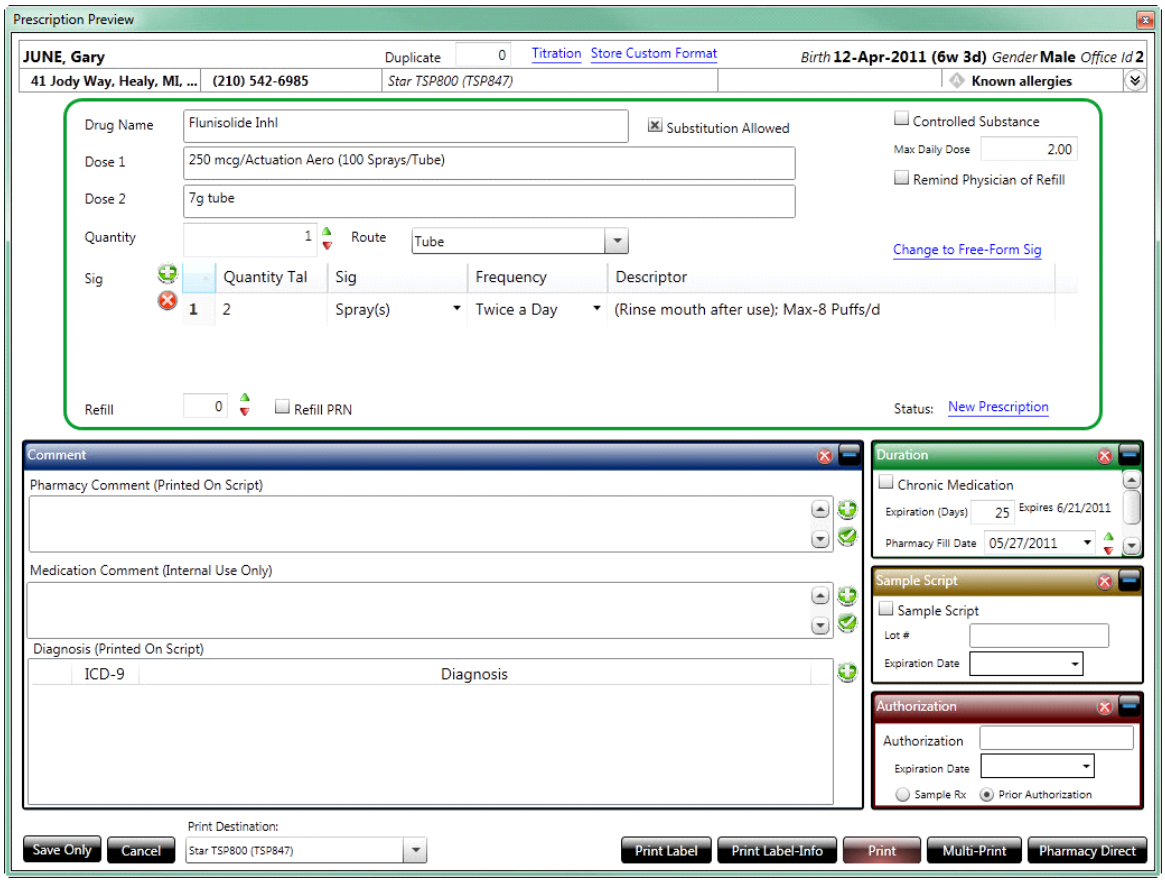
Other Patient Chart Actions

Patient - Add New
Patient - Find and Open Chart
Patient - Insurance
Patient - Archive
Patient - Allergy - Add, Modify, Archive
Patient - Add Diagnosis
Patient - Consultant Referral - Add, Archive

Prescription Preview Overview

Modifications can be made to a prescription prior to printing or sending. This is done at the Prescription Preview screen. All fields can be modified and the send method for the medication can be chosen from this screen.

1. Find and Open a Patient's Chart
2. Click on the button
3. Search for the drug to prescribe
4. Double Left-click on the drug name and select a format
5. When the Prescription Preview window opens, the format selected will be expressed in the fields. You can make a ny modifications necessary at thei point such as change the quantity, set refill amount, add a comment, etc.
6. When ready to produce the prescription, click Print, Fax or Pharmacy Direct



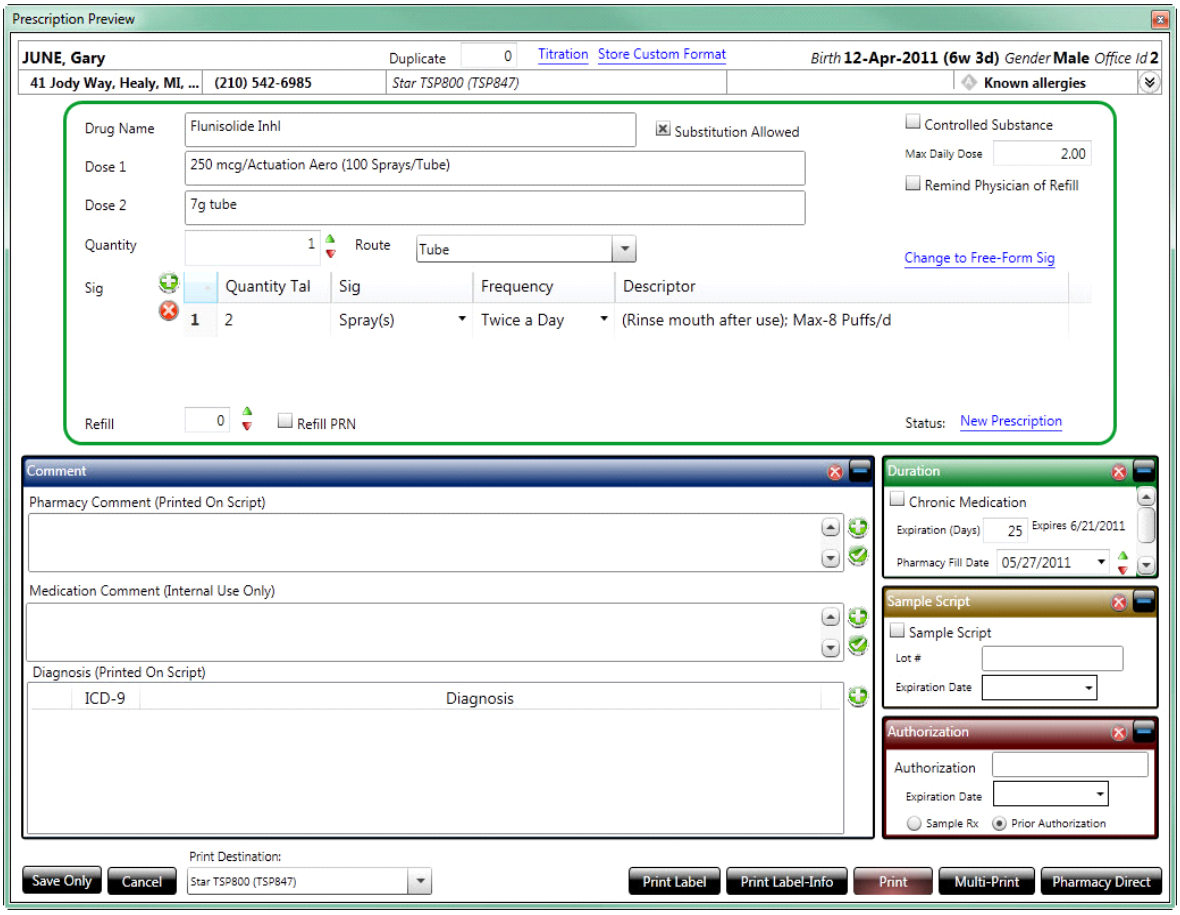
See also

Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History
Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

Prescribe Medication

Once a patient's chart has been opened, medication can be prescribed. Medication can only be prescribed by an authorized logged in user. Medication can be re-precribed from the patient's history or a new prescription can be added.

1. Find and open a patient chart
2. Select
3. Find the medication to prescribe
4. Double left click on the drug name and select a format or right click to open the Prescription Preview using the default format



5. Make any necessary changes to the prescription preview window
6. To complete the prescription press Print , Fax, Mail Order or Pharmacy Direct (electronic)

Note:

For Mail Order facilities, a Mail Order Button will appear when a patient's insurance is recognized as being able to accept Mail Order prescriptions. Otherwise a manual Pharmacy Search will need to be

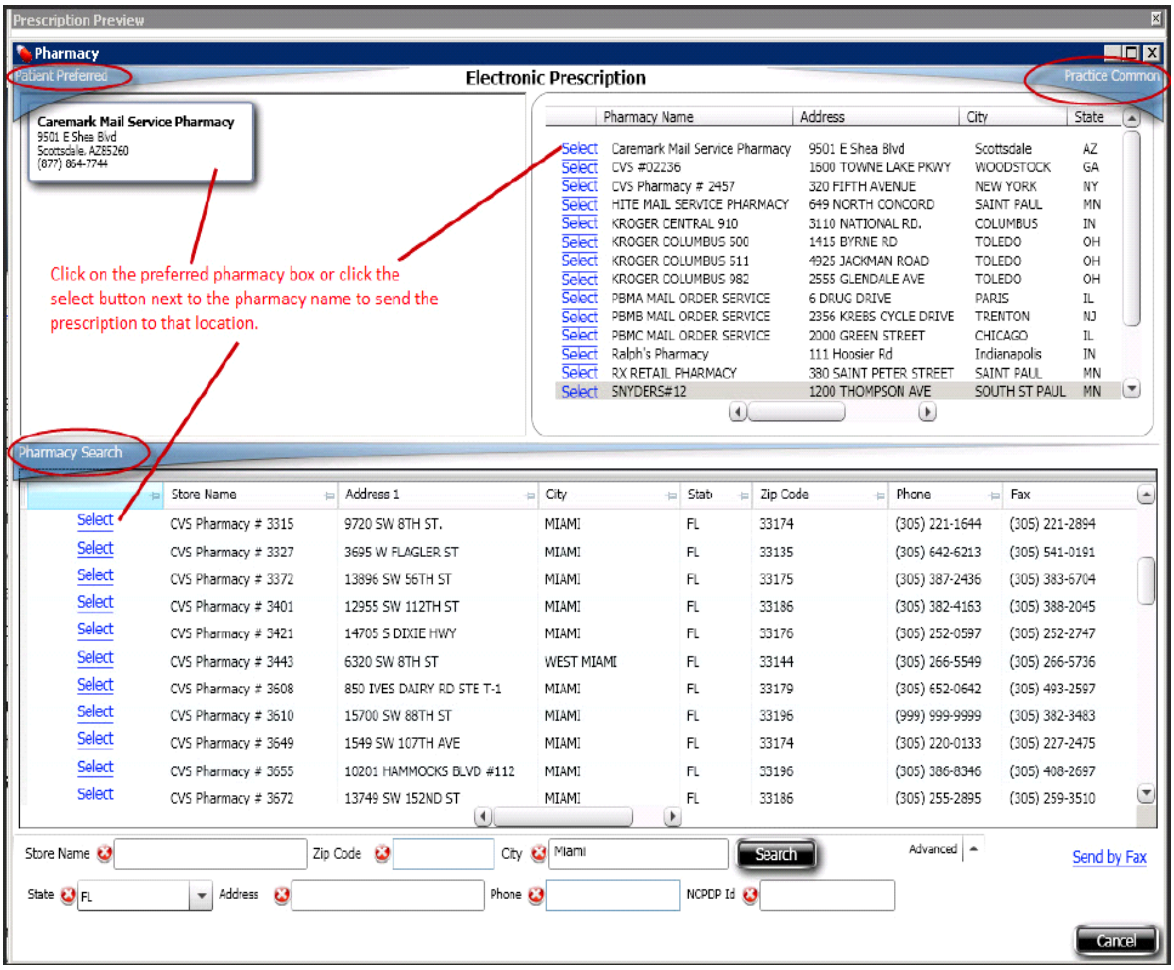
done to locate a retail pharmacy.

See also

Prescription Preview Overview
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History
Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

Send Prescription Electronically to Pharmacy

1. From the prescription preview window, select Pharmacy Direct
2. The Pharmacy window will open. There are three different areas of this screen that will show:
   - Patient preferred pharmacies
   - Pharmacies common to the practice
   - Pharmacy search results


Prescription Preview
Pharmacy
Patient Preferred
Electronic Prescription
Practice Common
Caremark Mail Service Pharmacy
9501 E Shea Blvd
Scottsdale, AZ85260
(877) 864-7744
Click on the preferred pharmacy box or click the select button next to the pharmacy name to send the prescription to that location.
Pharmacy Name
Address
City
State
Select Caremark Mail Service Pharmacy 9501 E Shea Blvd Scottsdale AZ
Select CVS #02236 1600 TOWNE LAKE PKWY WOODSTOCK GA
Select CVS Pharmacy # 2457 320 FIFTH AVENUE NEW YORK NY
Select HITE MAIL SERVICE PHARMACY 649 NORTH CONCORD SAINT PAUL MN
Select KROGER CENTRAL 910 3110 NATIONAL RD. COLUMBUS IN
Select KROGER COLUMBUS 500 1415 BYRNE RD TOLEDO OH
Select KROGER COLUMBUS 511 4925 JACKMAN ROAD TOLEDO OH
Select KROGER COLUMBUS 982 2555 GLENDALE AVE TOLEDO OH
Select PBMA MAIL ORDER SERVICE 6 DRUG DRIVE PARIS IL
Select PBMB MAIL ORDER SERVICE 2356 KREBS CYCLE DRIVE TRENTON NJ
Select PBMC MAIL ORDER SERVICE 2000 GREEN STREET CHICAGO IL
Select Ralph's Pharmacy 111 Hoosier Rd Indianapolis IN
Select RX RETAIL PHARMACY 380 SAINT PETER STREET SAINT PAUL MN
Select SNYDERS#12 1200 THOMPSON AVE SOUTH ST PAUL MN
Pharmacy Search
Store Name
Address 1
City
Stat
Zip Code
Phone
Fax
Select CVS Pharmacy # 3315 9720 SW 8TH ST. MIAMI FL 33174 (305) 221-1644 (305) 221-2894
Select CVS Pharmacy # 3327 3695 W FLAGLER ST MIAMI FL 33135 (305) 642-6213 (305) 541-0191
Select CVS Pharmacy # 3372 13896 SW 56TH ST MIAMI FL 33175 (305) 387-2436 (305) 383-6704
Select CVS Pharmacy # 3401 12955 SW 112TH ST MIAMI FL 33186 (305) 382-4163 (305) 388-2045
Select CVS Pharmacy # 3421 14705 S DIXIE HWY MIAMI FL 33176 (305) 252-0597 (305) 252-2747
Select CVS Pharmacy # 3443 6320 SW 8TH ST WEST MIAMI FL 33144 (305) 266-5549 (305) 266-5736
Select CVS Pharmacy # 3608 850 IVES DAIRY RD STE T-1 MIAMI FL 33179 (305) 652-0642 (305) 493-2597
Select CVS Pharmacy # 3610 15700 SW 88TH ST MIAMI FL 33196 (999) 999-9999 (305) 382-3483
Select CVS Pharmacy # 3649 1549 SW 107TH AVE MIAMI FL 33174 (305) 220-0133 (305) 227-2475
Select CVS Pharmacy # 3655 10201 HAMMOCKS BLVD #112 MIAMI FL 33196 (305) 386-8346 (305) 408-2697
Select CVS Pharmacy # 3672 13749 SW 152ND ST MIAMI FL 33186 (305) 255-2895 (305) 259-3510
Store Name
Zip Code
City
Miami
Search
Advanced
Send by Fax
State
FL
Address
Phone
NCPDP Id
Cancel

3. To select a Pharmacy to send a prescription to, click the Select link next to the pharmacy name

   Note: For Mail Order facilities, a Mail Order button will appear when a patient's insurance is recognized as being ablet to accept mail order prescriptions. Otherwise a manual pharmacy search must be done to locate a retail pharmacy.

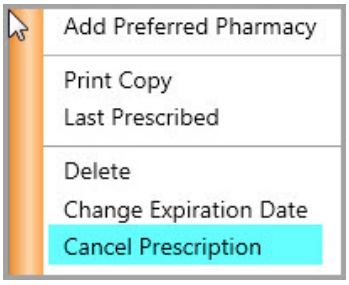
See also

Prescription Preview Overview
Prescribe Medication
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History
Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

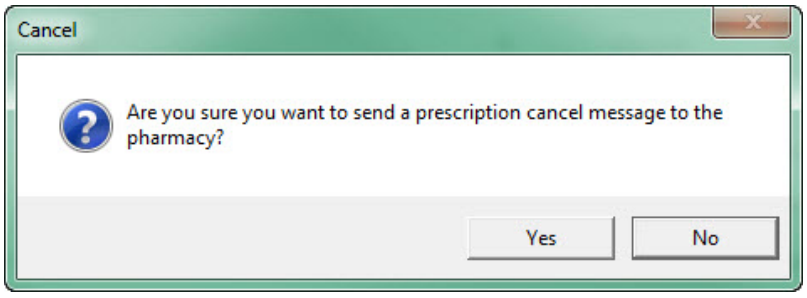
Cancel Electronic Prescription

Medications that were electronicalled sent can be cancelled from the patient's chart or history. The user that is logged in, must have a DEA license on file.

1. Find and open a patient's chart
2. Click the
3. Highlight the desired prescription, right-click, and select Cancel Prescription



4. Press "Yes" to the Cancel Message. A cancel message will be sent to the pharmacy.



See also

Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History

Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

Customize Patient Medication Screen View

There are many ways to customize the view of the medication history on a patient's chart. The screen can be sorted, grouped, and information displayed can be limited. Below is a list of adjustments to the patient medication screen that can be done. Patient history can be shown for approximately 2 years from the today's date and prior. In some instances, if the patient is has been seen in the office for a year or more, it is possible that Scriptsure has retrieved additional history.

Hide All Comments - hides any comment lines that were added after the prescription was completed
Show All Comments - if hide all comments has been selected, this will show a plus sign by any medication that has a comment
Show All Current Medication - view only the medication that is has an expiration date greater than or equal to today
Show All History - view all history except deleted prescriptions
Show All Archive - in previous versions of ScriptSure, prescriptions could be archived - this option will show archived prescriptions
Show All Chart - shows all chart except deleted prescriptions
Hide All Diagnosis - hides the diagnosis
Show All Diagnosis - shows the diagnosis
Reset Layout - sets the screen back to the delivered, default format

The above view options can be accessed by pressing either the

or right click while highlighting any medication in the history

See also

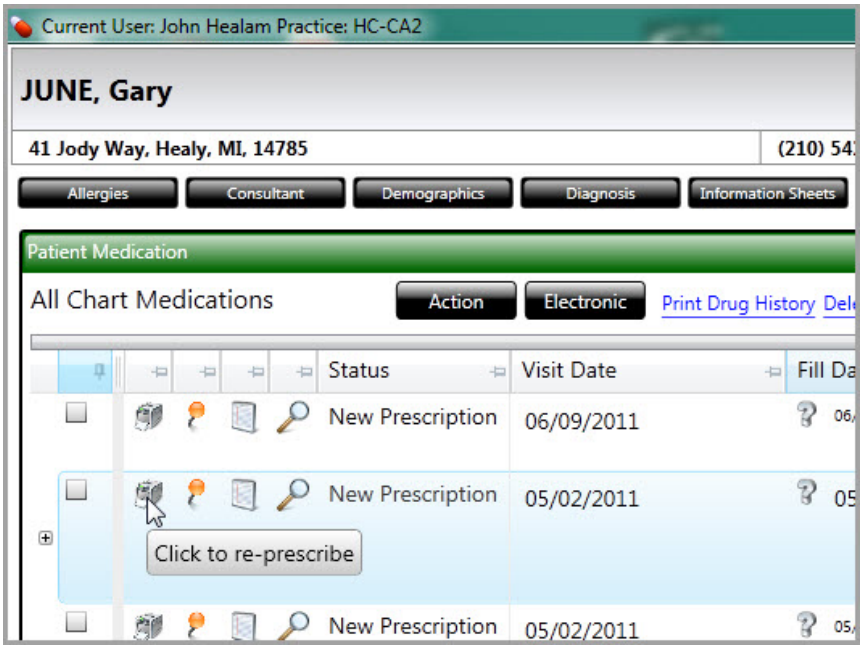
Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History
Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

Re-Prescribe a Medication

Medications can be re-prescribed from the patient's chart or history.

Re-prescribe from any medication listed in the history:

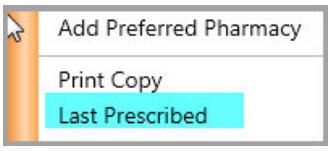
1. Find and open a patient's chart
2. Click the
3. Highlight the desired medication and press the re-prescribe button or simply double-click on the line
    1. If the double-click method is used, the user will be asked to choose a format
    2. If the re-prescribe button is pressed, the prescription will be duplicated exactly as it was previously prescribed



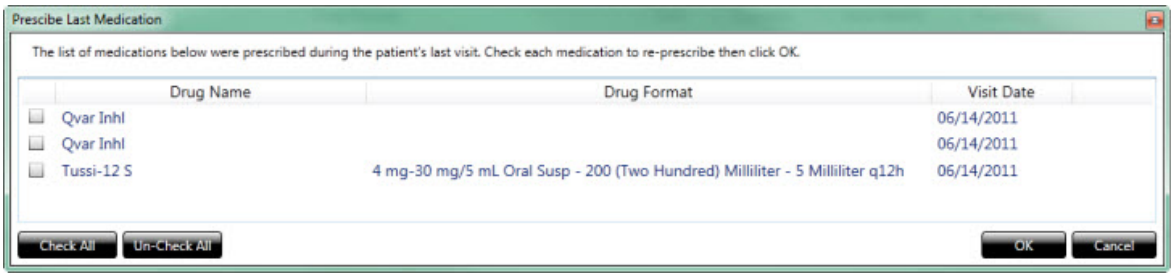
4. The prescription preview screen will be opened where any changes can be made

Re-prescribe from the patient's last visit:

1. From the patient chart window select the
2. Click on "Last Prescribed"



3. Select the desired prescriptions to re-prescribe by clicking the box to the left of the medication name



4. Click OK and the prescription preview window will open for the user to complete the prescription

See also

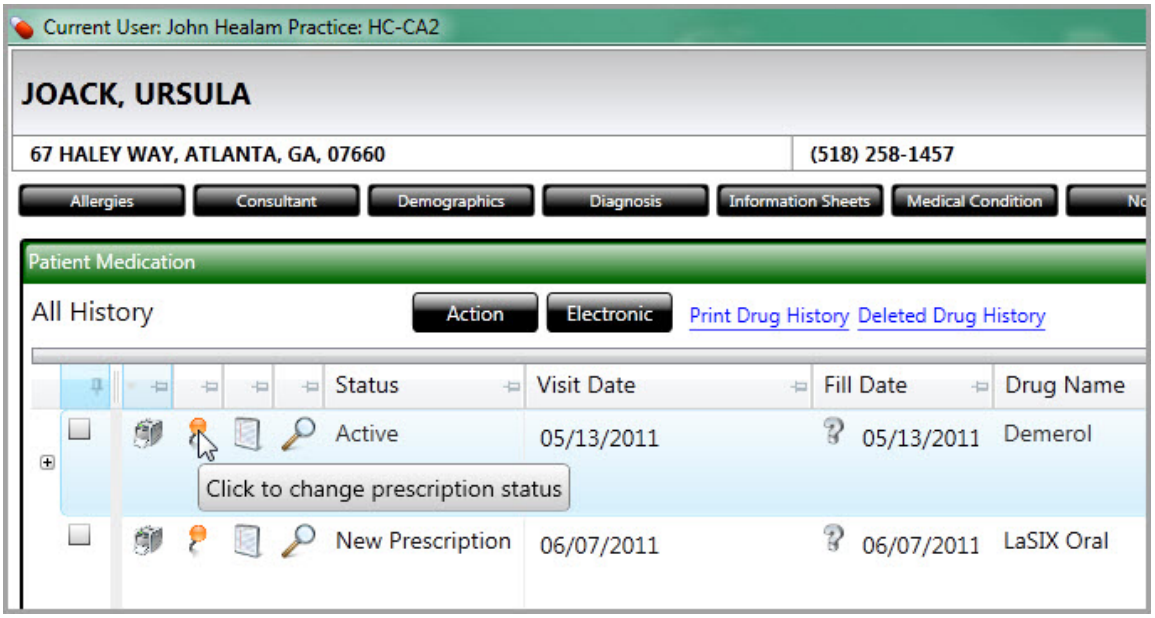
Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Prescription Status
Change Prescription Expiration
Delete Prescription from History
Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

Prescription Status

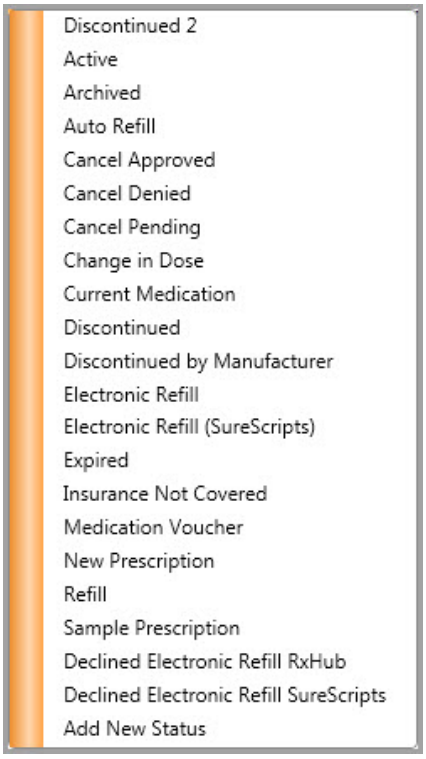
Each prescription has a Status on a patient's chart or history screen. By default, all prescriptions have the status of "New Prescription". Statuses are manually maintained at the discretion of the practice. Each practice has a different procedure or business process for handling status changes. The use of certain system statuses will control whether or not a prescription is included on certain reports.

Change a prescription status:

1. Find and open the desired patient chart
2. Select the button
3. Click on the Status button on the prescription that needs a status change



4. Click the yellow pin to open the status list



5. Select a status from the list

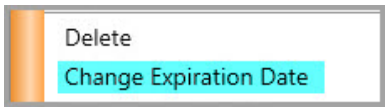
See also

Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Change Prescription Expiration
Delete Prescription from History
Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

Change Prescription Expiration

A prescription's expiration date can be changed from the Patient Medication history screen. The expiration date on a medication will control whether or not the drug is included in certain views of the screen. For example, if the user select to view only the current medication in the drug history screen, drugs that have a date earlier than today will not be shown on the screen. A physician might want to change the expiration of a drug if the patient is no longer taking the drug.

1. Find and open the desired patient chart
2. Select the button
3. Select the check box for the desired drug

4. Right click and select 

5. Enter a new expiration date and press

See also

Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status

Delete Prescription from History
Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

Delete Prescription from History

Previous prescriptions can be removed from the Patient Medication history chart by deleting them. The drug is not deleted from the system, but, instead is moved to a "Deleted Drug History" area of the program. They can no longer be displayed on the Medication screen. To view deleted drug history, use the Deleted Drug History Report link at the top of the form.

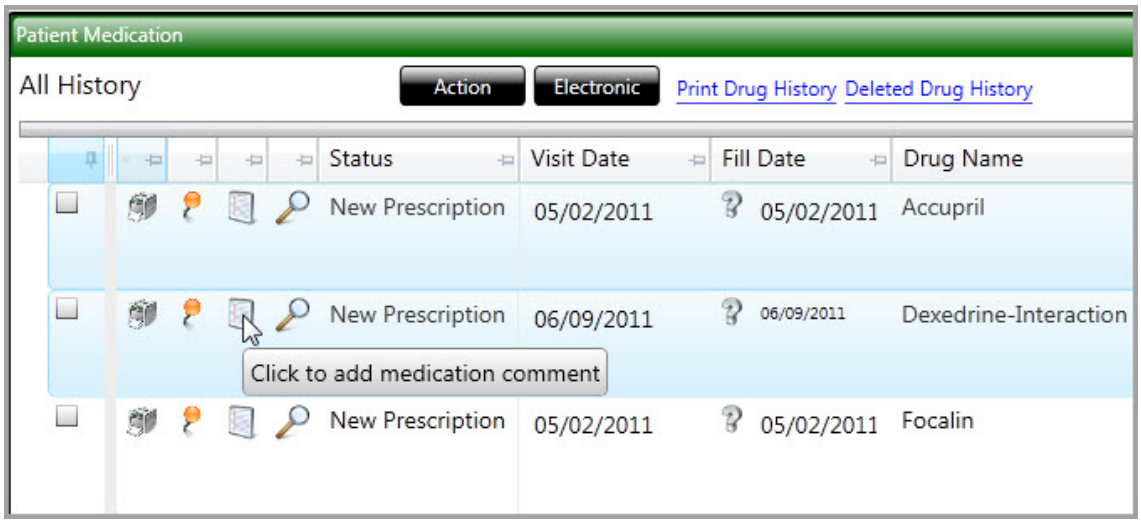
See also

Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Medication Comments
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

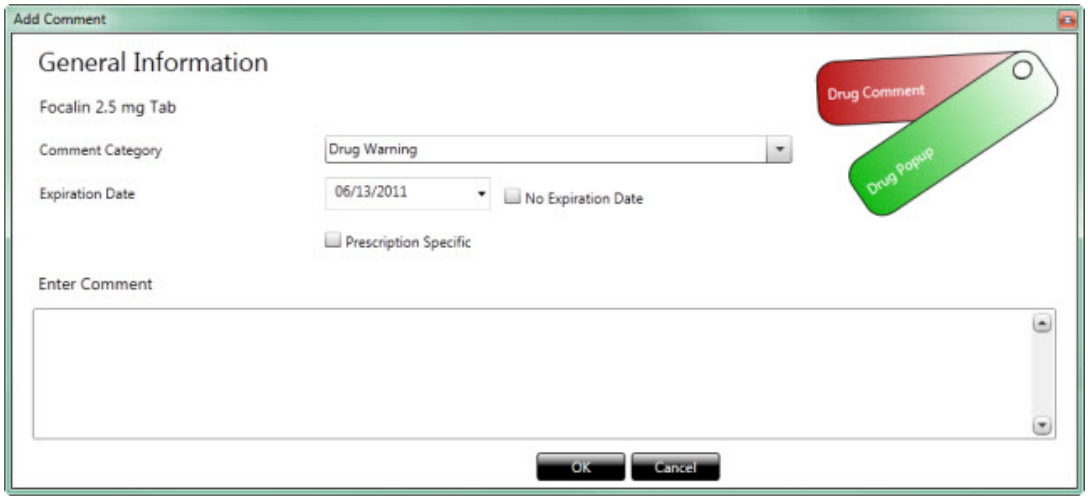
Medication Comments

Comments can be added to any prescription before or after the prescription has been completed. To add comments before a prescription is printed or electronically sent, it can be done in the prescription preview window. See below to add a comment after a prescription has been completed.

1. Find and open the desired patient chart
2. Select the button
3. Highlight the desired medication and select the medication comment button



4. In the medication comment screen, type in the desired comment in the text area



5. Select a Comment Category from the drop down box: Drug Warning,

Other, Prescription Comment

6. Select other optional settings
    1. Expiration date: enter a date or select the box "No Expiration Date"
    2. Prescription Specific: applies to this prescription if selected
7. Press OK

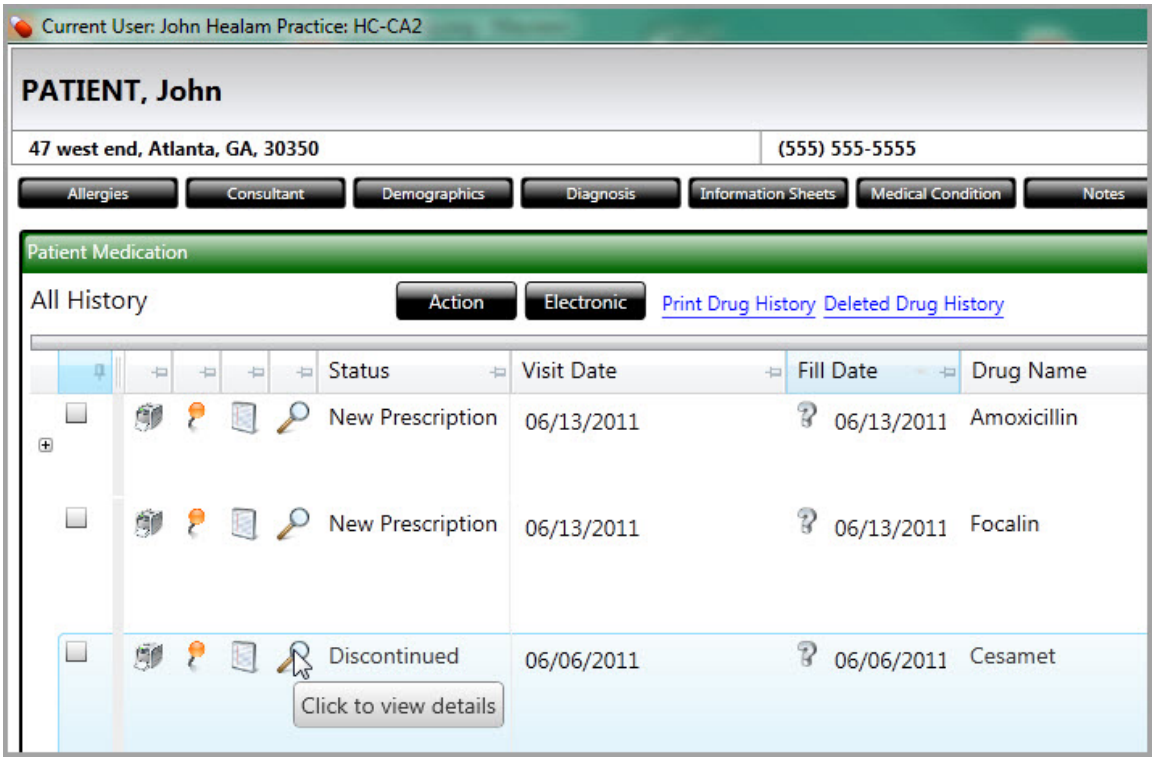
See also

Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History
View Details of Prescription
Eligibility and Drug History Download
Medication History Report

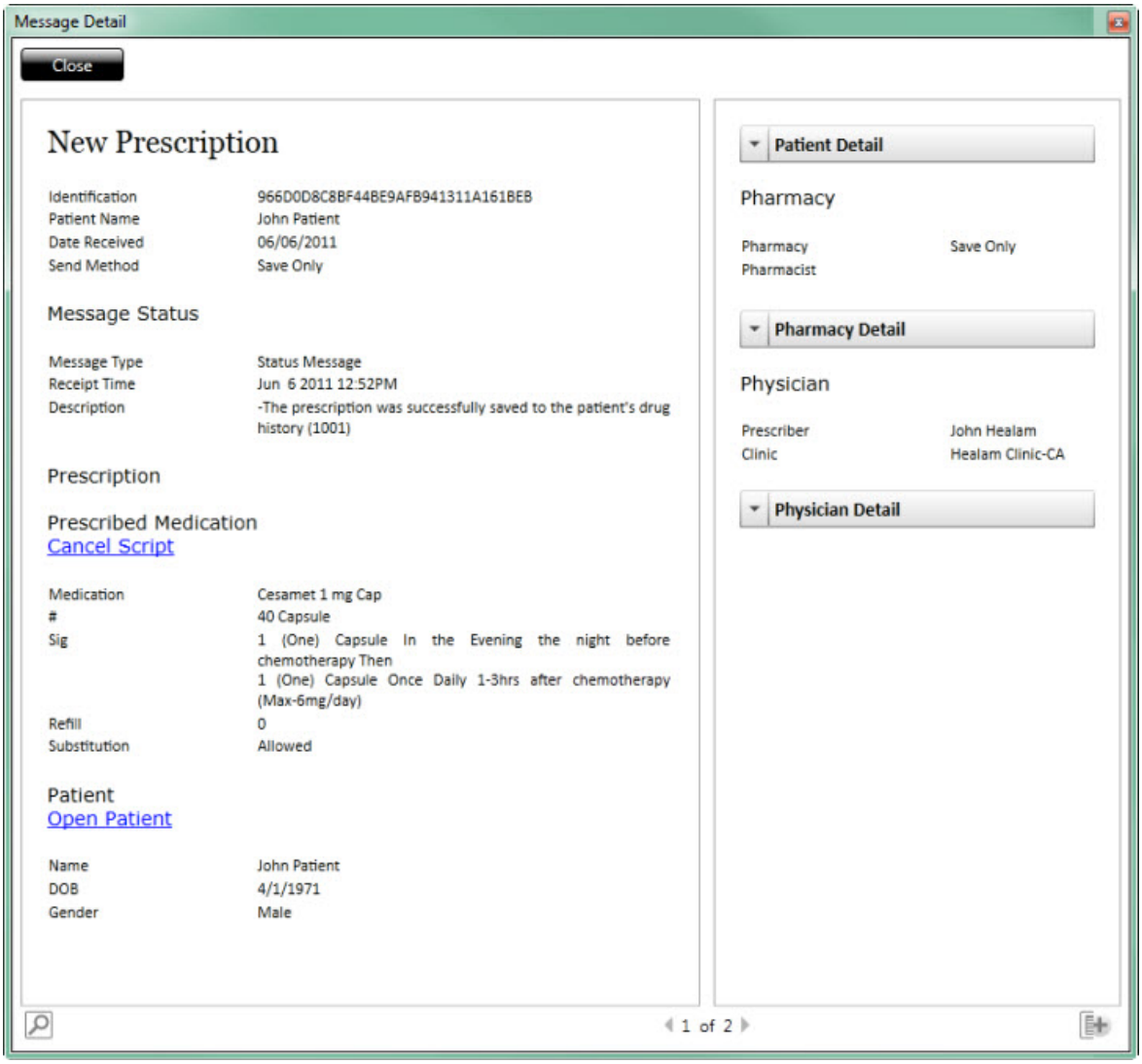
View Details of Prescription

View the details of a prescription after it has been sent or printed from the Drug History screen.

1. Find and open the desired patient chart
2. Select the button
3. Highlight the desired medication and click on View Details



4. The detail screen is displayed



5. Press the Close button when finished viewing the details

See also

Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History
Medication Comments
Eligibility and Drug History Download
Medication History Report

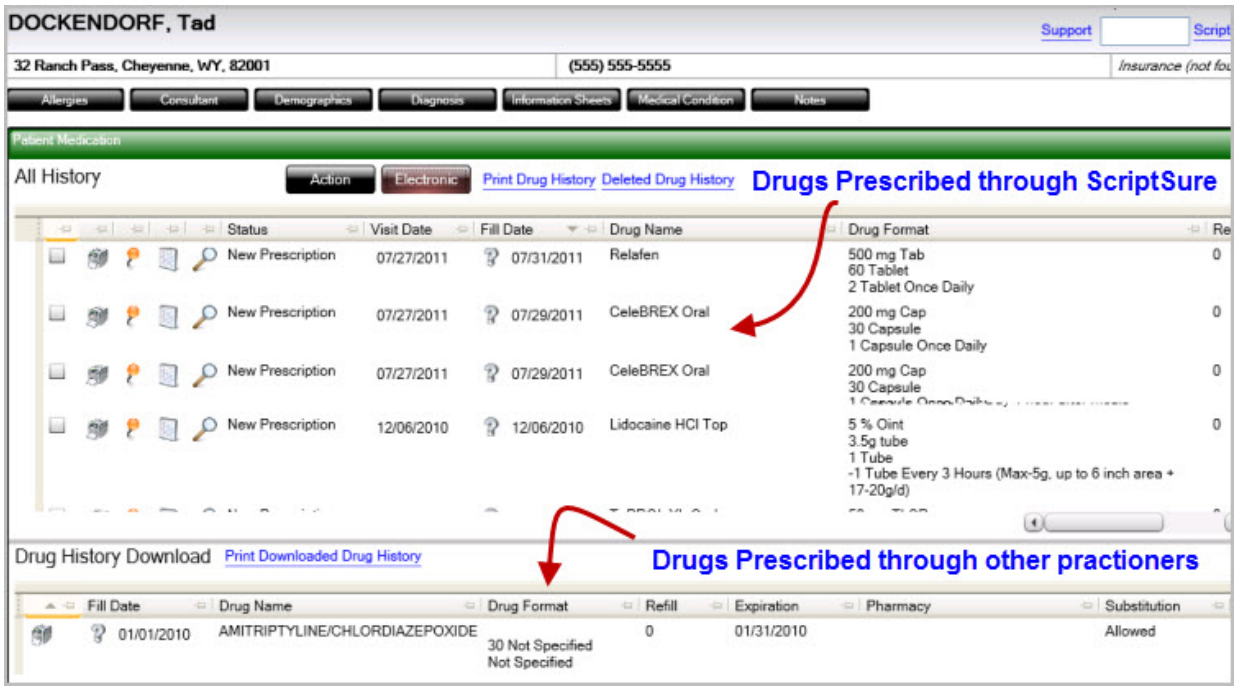
Eligibility and Drug History Download

ScriptSure connects to Sure Scripts database which holds information about a patient's drug history, insurance plan, and insurance eligibility. If a patient has insurance and their specific insurance company and plan participates with Sure Scripts, then it is possible to download the patient's information. It is also required that the patient's demographic information be entered into ScriptSure correctly. Demographic information includes DOB, gender, SSN, address, etc. ScriptSure can show up to 2 years of the patient's history. ScriptSure can be set to automatically download the drug history in setup. If the automatic download is not set, then this step can also be performed manually below.

1. Find and open a patient's chart
2. Click the
3. Select

4. Select the desired option

Example of the patient history screen with downloaded history:



See also

Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History
Medication Comments
View Details of Prescription
Medication History Report

Medication History Report

Information can be extracted or printed from the Chart History screen when a patient is loaded on the screen.

Print Drug History
View Deleted Drug History
Export to Excel

To print drug history:

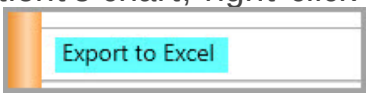
1. From the patient's chart, click on the Print Drug History link at the top of the screen

To view deleted drug history:

1. From the patient's chart, click on the Deleted Drug History link at the top of the screen
2. History of drugs that have been deleted from the patient's chart will be shown in the preview window
3. If desired, export the information to Excel by right clicking and selecting "Export to Excel"

To export to Excel:

Only the drug history listed on the screen will be exported. Deleted drug history will need to be viewed and exported separately.

1. From the patient's chart, right-click anywhere in the drug history section and click on 

2. Excel will open with the data

See also

Prescription Preview Overview
Prescribe Medication
Send Prescription Electronically to Pharmacy
Cancel Electronic Prescription
Customize Patient Medication Screen View
Re-Prescribe a Medication
Prescription Status
Change Prescription Expiration
Delete Prescription from History
Medication Comments
View Details of Prescription
Eligibility and Drug History Download

Medication

Producing prescriptions quickly and easily is the primary goal of ScriptSure. Thousands of prescription medications and most common formats for each drug have been preprogrammed into the program. ScriptSure is integrated with First DataBank drug database. With a license to ScriptSure, users will always have up-to-the-minute drug information. This drug database is continually updated for drug knowledge for every drug approved by the FDA and commonly used OTC medications and supplements. the drugs within the program have been sorted into several different drug group categories. It is also possible to add drug to more than one group.

Drug - Search

Drug - Options

Drug Check

Drug Check Tolerance

See also

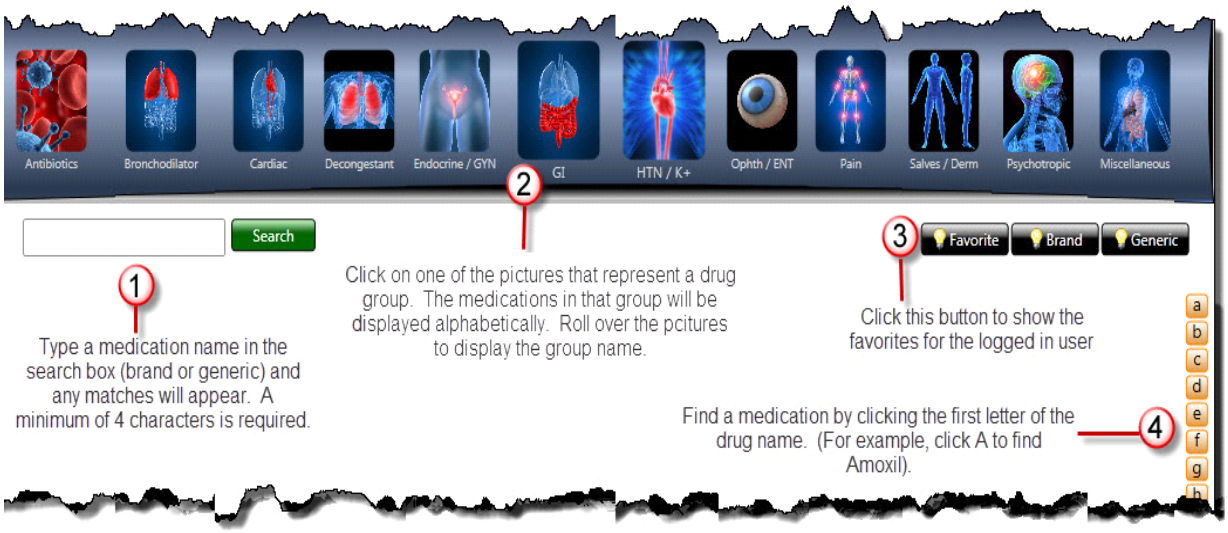
Quick Start Guide
Login eRx
Screen Layout
Basic Procedures
Patient
Consultant
Notes
Messages
Disease Information
Reporting
Setup

Drug - Search

Users have multiple options for searching for a drug. The Drug Formulary check is designed to alert users instantly on-screen as to which drugs are allowed, not allowed, allowed, but no preferred, etc. within the patient's insurance formulary. On-screen, next to each drug will be an icon associated with that particular drugs' treatment within the patient's insurance. For this check to work, an insurance must be selected for a patient and the drug formulary must be setup within ScriptSure.

- Press the
- Search by:

1. Search for medication box - enter a medication name
2. Medication Group Screen - buttons organize medications by group
3. Favorites List - lists medications a user has added to their favorite list
4. A-Z Rolodex - alphalbetically organizes medication by the first letter of the drug name



View the drug search results and highlight the desired drug

- The top right buttons

limit or expand the drug search results. When the lightbulb is illuminated, the medication search list is limited by the description on the button.
- ScriptSure indicates the formulary status for each mecication via an icon that appears in front of the medication. Place the mouse over the icon to reveal a tool-tip with more information.
- The software checks for drug-allergy and drug-drug interactions instantly on screen. Any medications shown in red indicates an interaction for this patient.

See also

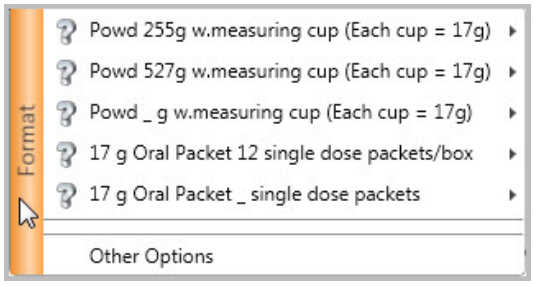
Drug - Options
Drug Check
Drug Check Tolerance

Drug - Options

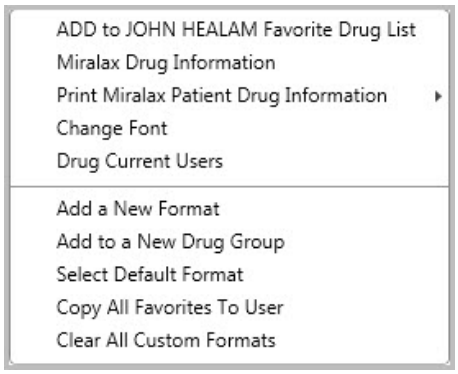
Add to User's Favorite List
Copy Favorites to Other Users
View Drug Information Sheet
Print Drug Information Sheet
Change Drug Name Font
Print Report of Current Users of This Drug
Add to a New Drug Group
Add a New Format

For all drug options, start from here to locate the "Other Options" on each drug:

1. Search for the desired drug
2. Double click on the drug to reveal the "Format" window


Format
Powd 255g w.measuring cup (Each cup = 17g)
Powd 527g w.measuring cup (Each cup = 17g)
Powd _ g w.measuring cup (Each cup = 17g)
17 g Oral Packet 12 single dose packets/box
17 g Oral Packet _ single dose packets
Other Options

3. Select Other Options

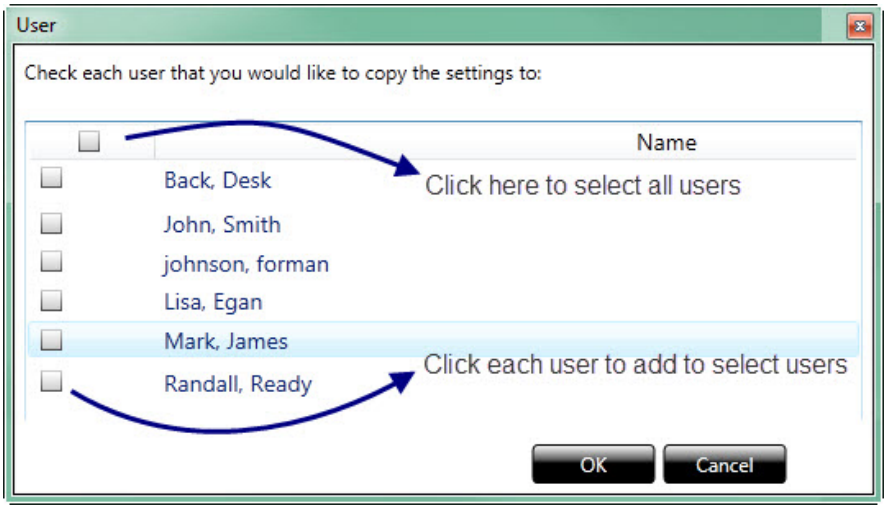

ADD to JOHN HEALAM Favorite Drug List
Miralax Drug Information
Print Miralax Patient Drug Information
Change Font
Drug Current Users
Add a New Format
Add to a New Drug Group
Select Default Format
Copy All Favorites To User
Clear All Custom Formats

Add to user's favorite list:

1. From the Other Options window, select the first option "ADD to *USER* Favorite Drug List"

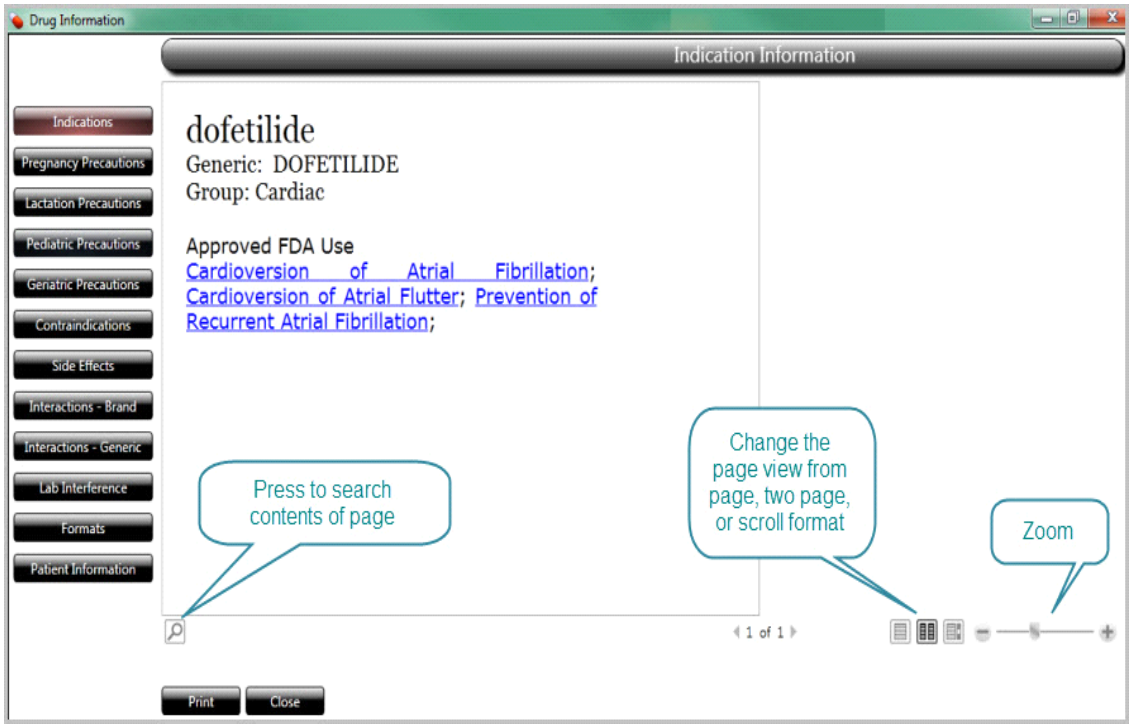
Copy favorites to other users' list:

1. From the Other Options window, select "Copy All Favorites to User"
2. Select the appropriate users or user
3. Clilck OK when finished



View drug information:

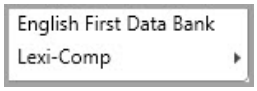
1. From the Other Options window, select XX Drug Information *Note: XX = the drug name searched*
2. The Drug Information screen will appear



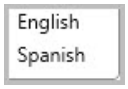
3. Select buttons along the side to view categorized information about the drug
4. If desired, press the Print button to print or Close to return to the drug list

Print drug information:

1. From the Other Options window, select Print XX Drug Information *Note: XX = the drug name searched*
2. Select the company from which you would like the printed information

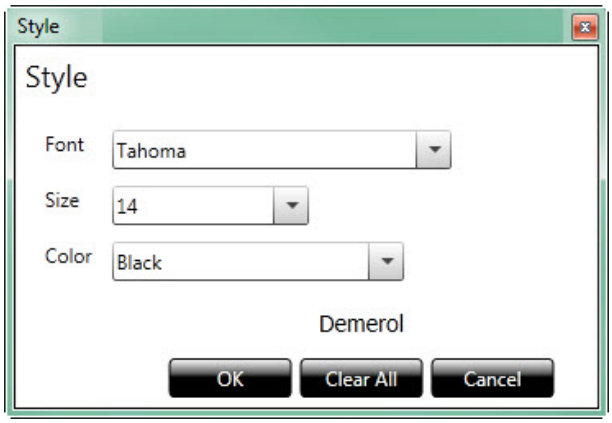


3. If Selecting Lexi-Comp, select the language



Change font:

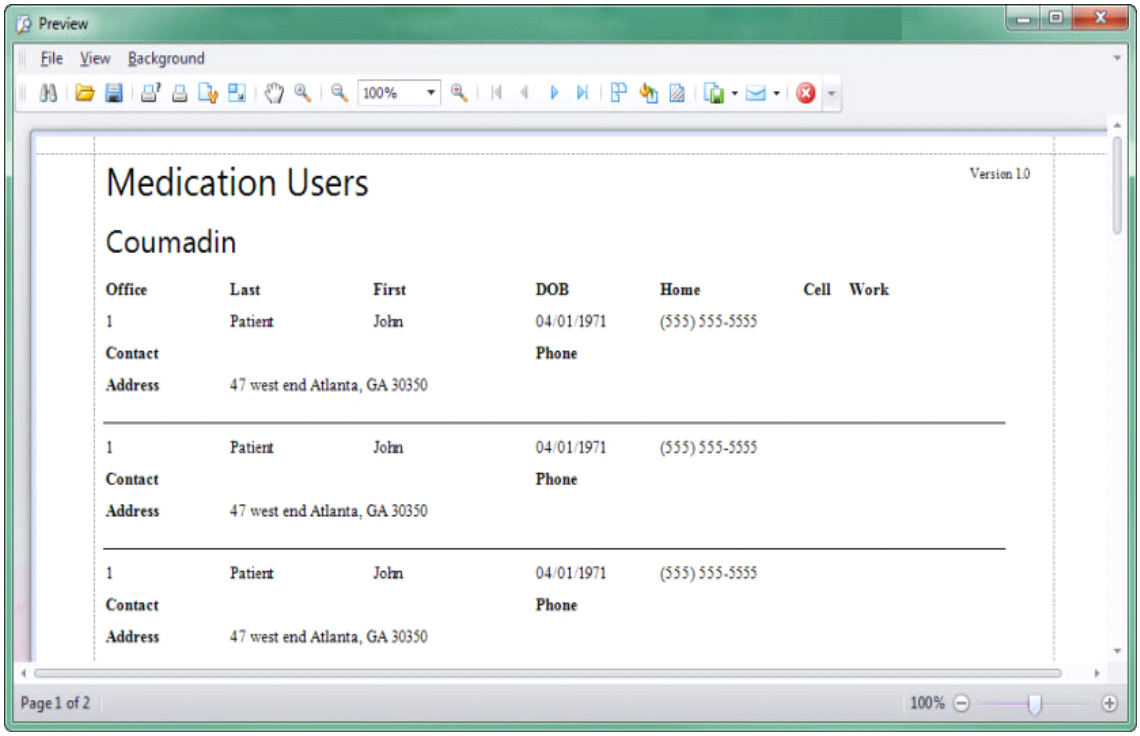
1. From the Other Options window, select "Change Font"



2. Select desired font, size and color for the drug name
3. Set the change back to default by pressing Clear All or press OK to save

Print report of current users of this drug:

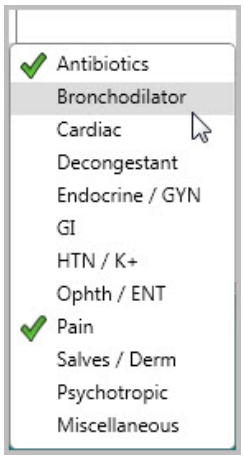
1. From the Other Options window, select "Drug Current Users"



2. Use the standard windows buttons at the top of the screen to perform functions such as print, save, email, etc.
3. Close the window by pressing the X in the upper right corner

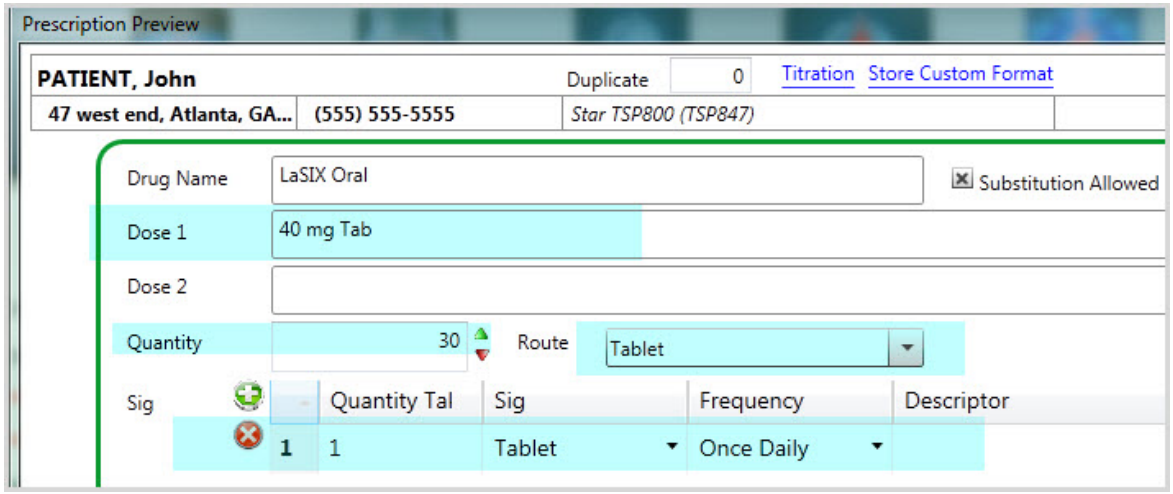
Add to a new drug group:

1. From the Other Options window, select "Add to New Drug Group"
2. Select the drug group to add this medication to



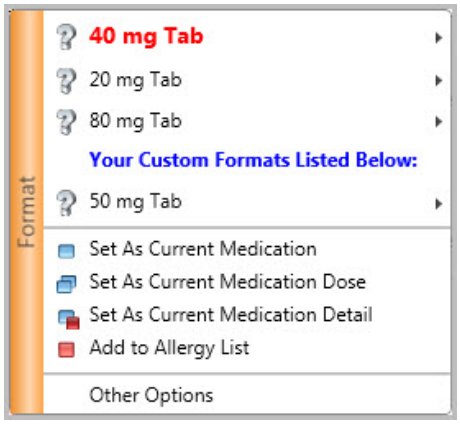
Add new drug format:

1. Search and select a patient's chart
2. Double left click on the drug that will be prescribed. A drop-dwon list will appear offering pre-programmed formats.
3. Select any format
4. When the Prescription preview window opens, the format selected will be expressed in the fields at the top. The dosage fields can be modified.



5. After making modifications, select the link at the top of the screen Store Custom Format

   The next time this medication is selected, the newly added format will be available for selection in the drop down list:



See also

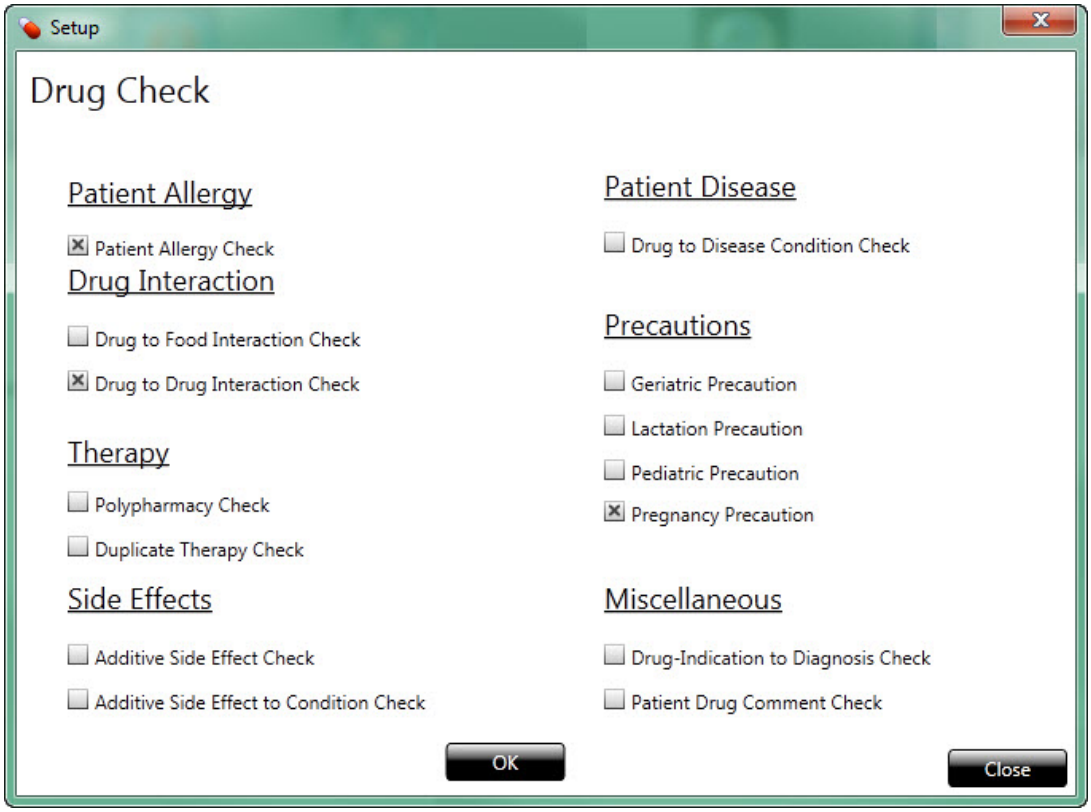
Drug - Search
Drug Check
Drug Check Tolerance

Drug Check

Within the setup menu each user can turn on or off the drugs checks that will be performed when a drug is prescribed. As many as 12 drug checks can be performed for each drug when prescribed. These checks are automatic, provided the function is turned on, and works by cross-checking the drug selected for prescribing with the information within the First Databank® medical database. All drug checking (except drug formulary checks) are provided through the drug and clinical information provided within the First Databank® drug database. As delivered, only the allergy and drug-todrug interaction selections are active. These settings are user-specific so that each user can have different checks turned on/off. To activate certain drug checks, go to the setup menu and click on Drug Checks.

On the drug search screen, drug checks alerts will be represented by placing the drug name in small font and printing the type of check after the drug name. For example: drugname - Allergy

1. Click the button in the lower right of the application
2. Press



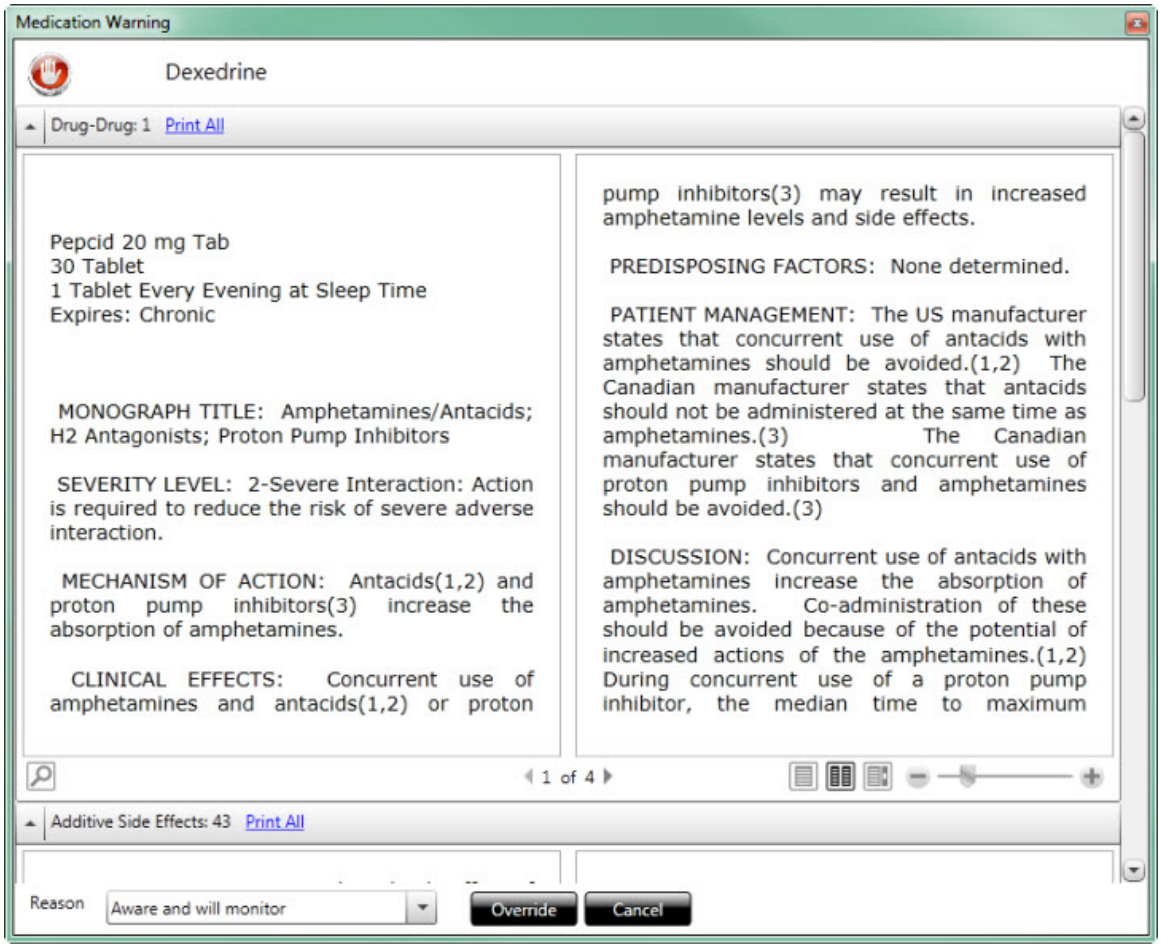
When finshed, press OK to return to setup menu or Close to return to the

application. See a more detailed explanation of each drug check below

Drug Warning Message

Drug checks will only be performed if they have been activated in the Drug Check Setup screen (for example: "Drug to Drug Interaction Check"). Drug interactions will appear highlighted in red and in smaller font on the Drug Search screen when a patient is selected (drugname - Interaction). Once a drug has been prescribed for a patient, all drugs are checked for interactions with current prescriptions for the period of time that the each drug will be taken. The duration of the prescribed drug can be set at the bottom of the prescription preview screen. If a drug is precribed that interacts with a current drug or a condition, a warning will be presented to the user. The physician can choose to override the warning by selecting a reason from the dropdown box in the lower left corner and pressing "Override". Example below:

The following screen is a warning about an interaction with a current prescription.


Medication Warning
Dexedrine
Drug-Drug: 1 Print All
Pepcid 20 mg Tab
30 Tablet
1 Tablet Every Evening at Sleep Time
Expires: Chronic
MONOGRAPH TITLE: Amphetamines/Antacids; H2 Antagonists; Proton Pump Inhibitors
SEVERITY LEVEL: 2-Severe Interaction: Action is required to reduce the risk of severe adverse interaction.
MECHANISM OF ACTION: Antacids(1,2) and proton pump inhibitors(3) increase the absorption of amphetamines.
CLINICAL EFFECTS: Concurrent use of amphetamines and antacids(1,2) or proton pump inhibitors(3) may result in increased amphetamine levels and side effects.
PREDISPOSING FACTORS: None determined.
PATIENT MANAGEMENT: The US manufacturer states that concurrent use of antacids with amphetamines should be avoided.(1,2) The Canadian manufacturer states that antacids should not be administered at the same time as amphetamines.(3) The Canadian manufacturer states that concurrent use of proton pump inhibitors and amphetamines should be avoided.(3)
DISCUSSION: Concurrent use of antacids with amphetamines increase the absorption of amphetamines. Co-administration of these should be avoided because of the potential of increased actions of the amphetamines.(1,2) During concurrent use of a proton pump inhibitor, the median time to maximum
1 of 4
Additive Side Effects: 43 Print All
Reason
Aware and will monitor
Override
Cancel

Description of all Drug Checks

Patient Allergy	Identifies drugs that are known to have a higher incidence of causing clinically significant allergic reactions. Additionally, drug allergy check identifies cross-sensitivities among related drugs that may cause drug allergy reactions in patients allergic to similar compounds. Also checks any patient allergy against all drugs within the database.
Drug to Food Interaction	Provides alerts on the potential of interactions occurring between certain drugs and food components when used in combination. In addition, the Drug-Food Interaction check provides the capability for generating cautions and other advisory information specific to each potential drug-food interaction. Users are provided with condensed hard copy messages and complete monograph information on the nature of the drug-food interaction. It should be noted that the body of evidence available on drug-food interactions is limited and not nearly as extensive, for example, as drug-drug interactions.
Drug to Drug Interaction	Warns against the potential harmful effects of prescribing a drug in addition to a current drug in the patient's history. Once a drug has been prescribed for a patient, all drugs are checked for interactions with current prescriptions for the period of time that the each drug will be taken. The duration of the prescribed drug can be set at the bottom of the prescription preview screen. If a drug is precribed that interacts with a current drug or a condition, a warning will be presented to the user.
Polypharmy	Polypharmacy is defined in this application as the use of a drug to treat the side effect of another drug. The clinical judgment of the healthcare professional must determine if this therapy is appropriate. For example, amoxicillin is dispensed to a patient on day one, and on day three of antibiotic use, the same patient presents to the pharmacy with a prescription for loperamide. This new drug carries the indication for diarrhea, matching with amoxicillin's side effect profile of diarrhea! This case indicates potential polypharmacy conditions. ScriptSure will warn the physician with a polypharmacy warning in this case.
Duplicate Therapy	Detects redundant therapies by comparing new drug orders to drugs that already exist in a patient drug current medication list. This is achieved using the following components such as duplicate ingredient checking and duplicate therapy class checking. Duplicate ingredient checking compares the ingredients of the new drug to the ingredients of the active drugs in a patient profile. Duplicate therapy class checking uses specialized therapeutic drug classes developed specifically for duplicate therapy detection.
Additive Side Effect	The Side Effects check addresses the problem of drug-induced illness/side effects. The Side check adheres to OBRA patient consultation requirements for advising patients about common, severe side effects of their medications. Detailed and comprehensive lists of side effects can be generated for use in patient monitoring and counseling. The potential for additive side effects between two or more medications can be checked. Situations can be identified where the side effects of a given drug may complicate a patient's existing medical condition(s). Drug-induced adverse effects can be detected, which facilitates compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirements stating that "medication errors and adverse drug reactions shall be reported immediately."
Additive Side Effect to Condition	Compares a potential side effect to an existing patient condition. For example, if a patient is being treated for impotency and a drug is known to have a side-effect of impotency, ScriptSure will warn of this situation.
Drug to Disease	Warns for the use of certain drugs in patients with specific health-related conditions and diseases, or patients who have had certain procedures or diagnostic tests. In order for these checks to be performed within ScriptSure, a condition must be manually

	entered for a patient.
Geriatric	Warns when the use of a drug is not recommended for older adults. The limitations are specific to each drug. The patient's DOB will be used to determine the age recommendation along with the drug information from First Databank.
Pediatric	Warns when the use of a drugs is not recommended for children. The limitations are specific to each drug. The patient's DOB will be used to determine the age recommendation along with the drug information from First Databank.
Pregnancy	Warns when the use of certain drugs causes adverse effects on pregnant or lactating mothers. In order for this check to be performed within ScriptSure, a Pregnancy or lactation condition must be manually entered for a patient.
Drug Indication to Diagnosis	If the patient's diagnosis contains and ICD-9 code, prescriptions entered after saving a diagnosis on the patient's charge will be verified against the diagnosis.
Patient Drug Comment	ScriptSure contains the ability to enter a patient-specific drug comment. For example, after a drug has been prescribed a comment can be attached to it. When this check is activated, the comment entered will appear the next time the drug is selected for the same patient. This allows users to track a drugs efficacy for a particular patient.

DISCLAIMERS:

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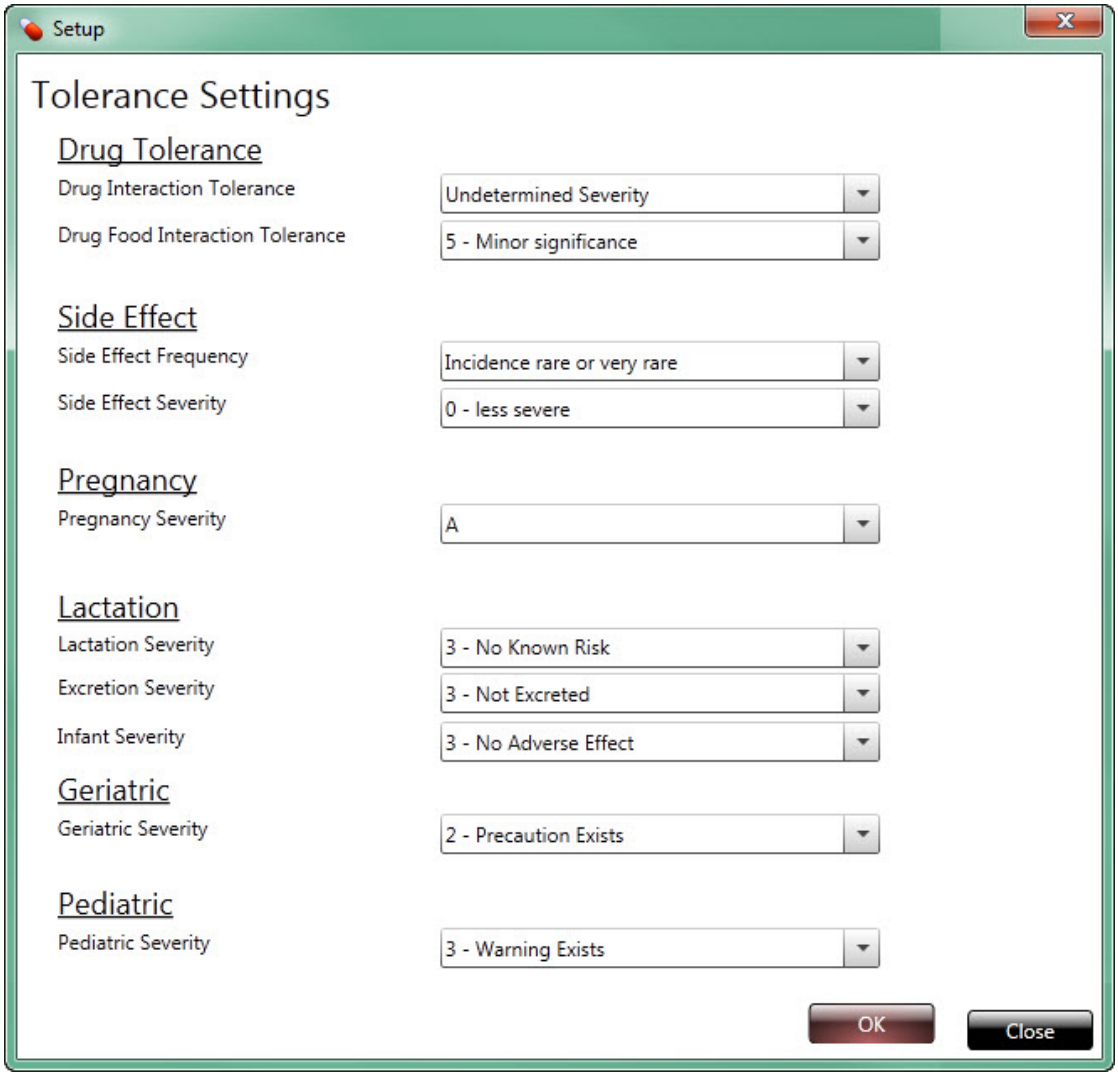
See also

Drug - Search
Drug - Options
Drug Check Tolerance

Drug Check Tolerance

Users can set the tolerance level for interactions for many of the program's drug checks. The tolerance settings can be set on the Setup menu by pressing the .



See also

Drug - Search
Drug - Options
Drug Check

Consultant Referrals

The program allows specialists and consultants to be stored into the system memory for fast retrieval and printing of patient referral notes. An unlimited number of consultants and specialists can be added/saved to the system. Every category of specialty has already been programmed into the system (e.g. Dermatologists, Gynecologists, Cardiologists, etc...).

Consultant - Search, Add, Modify, Delete

Consultant - Add/Delete Specialty Category

Consultant - Add/Delete Instruction Sheet

See also

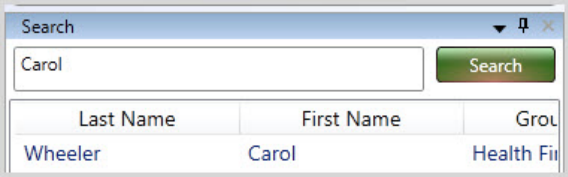
Quick Start Guide
Login eRx
Screen Layout
Basic Procedures
Patient
Medication
Notes
Messages
Disease Information
Reporting
Setup

Consultant - Search, Add, Modify, Delete

Search Consultant
Add Consultant
Modify Consultant
Delete Consultant

To search for a consultant:

1. Enter any part of the specialist's name in the Search field

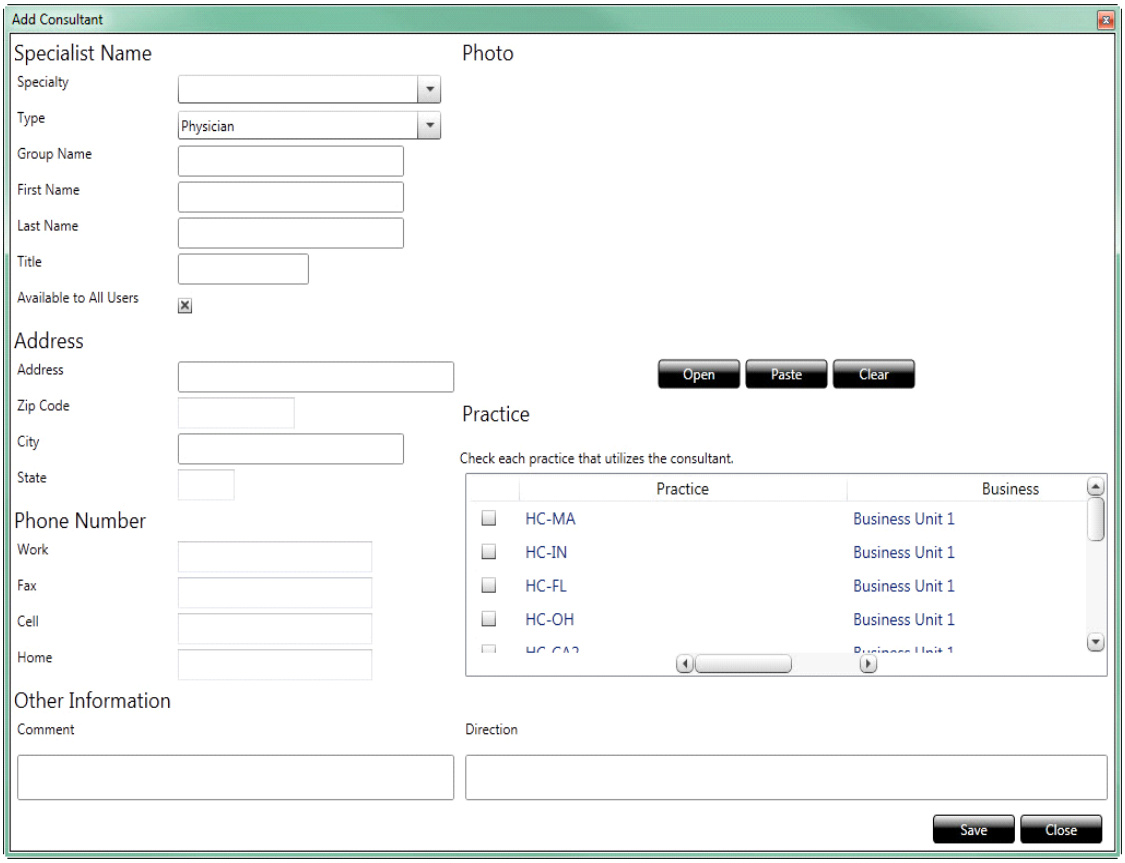


2. Press

To add a consultant:

1. Click
2. Click

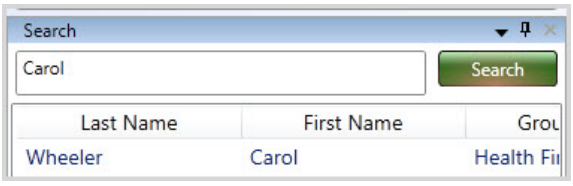
3. Enter the desired information in the "Add Consultant" screen
    1. Specialty - Select the appropriate category from the dropdown list
    2. Type - Select the type of practice as Group Practice, Physician, Lab, Lab and Imaging, or Imaging Facility
    3. Group Name - Enter name of group if the Type is Group Practice
    4. Available to All Users - Check here if this consultant is available to all users
    5. Practice - Select the practices that will have access to this consultant, leave all unchecked if all users can access
    6. Directions - Enter specific directions to the consultant's office



4. Add a picture to the consultant
    1. Select Open to add a picture from a file on your computer or network, browse for the desired file, highlight the desired file, and press "Open"
    2. Select Paste
    3. To remove the picture, press Clear
5. Click Save and the consultant will be added to the list on the left under the specialty category that was selected

To modify a consultant:

1. Enter any part of the specialist's name in the Search field

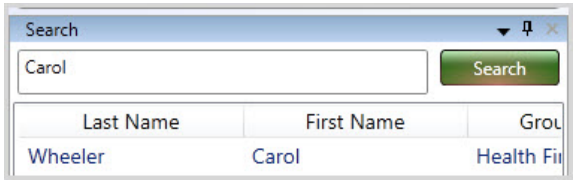


2. Press Search
3. Highlight the desired doctor below the search field
4. Click Modify
5. Change the desired information

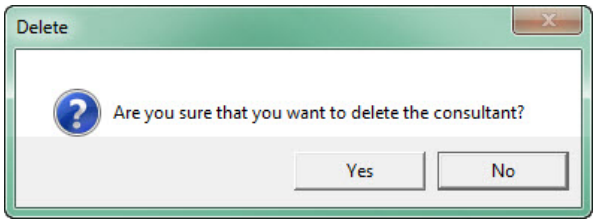
6. Click Save

To delete a consultant:

1. Enter any part of the specialist's name in the Search field



2. Press Search
3. Highlight the desired doctor below the search field
4. Click Delete
5. Click Yes in the popup box



See also

Consultant - Add/Delete Specialty Category
Consultant - Add/Delete Instruction Sheet

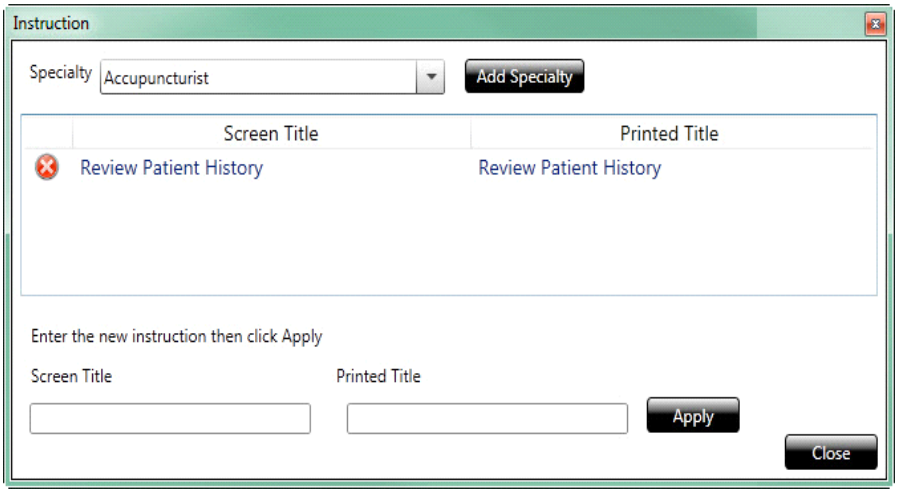
Consultant - Add/Delete Specialty Category

Scripture comes preloaded with specialty categories. However, it is possible to add new categories.

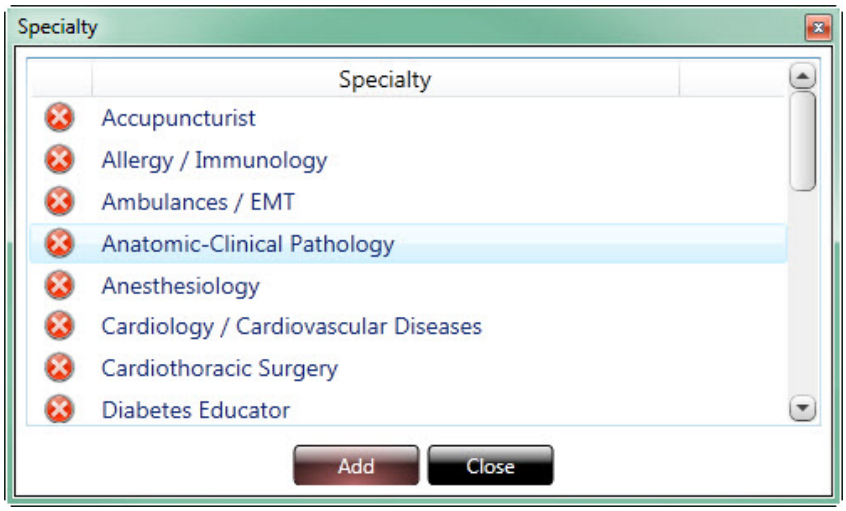
Add Specialty Category
Delete Specialty Category

To add a new specialty:

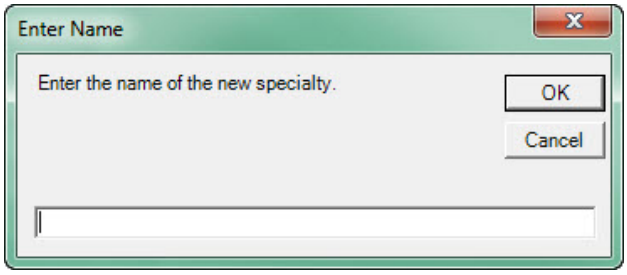
1. Select Specialty



2. Select Add Specialty



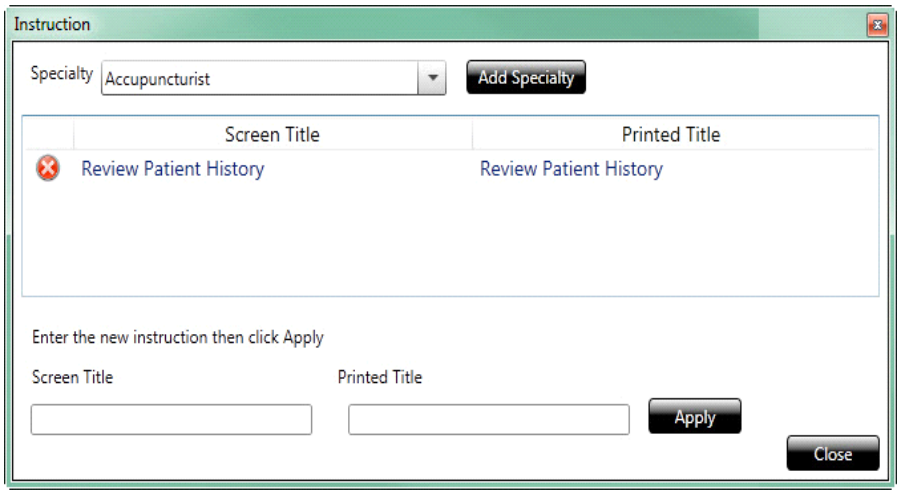
3. Select Add



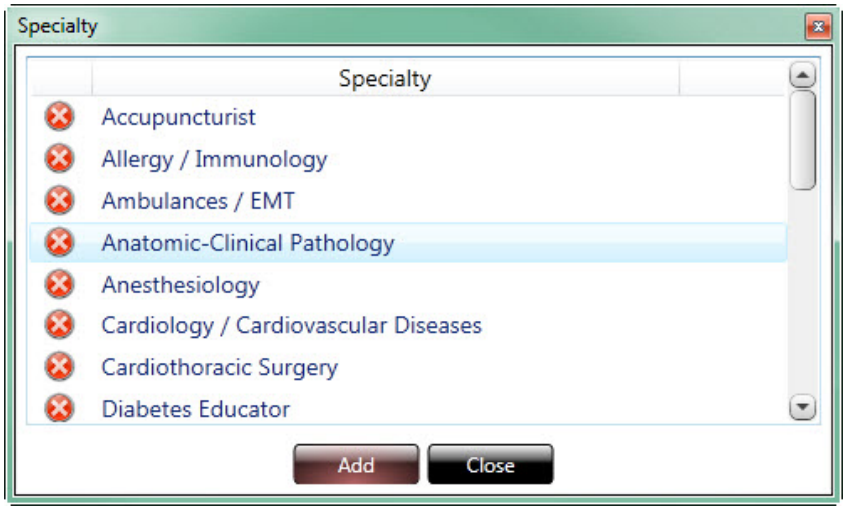
4. Enter the name of the new specialty and press OK
5. Press Close on the Specialty box and Instruction box
6. The new specialty category will be added to the list on the left

To delete a new specialty:

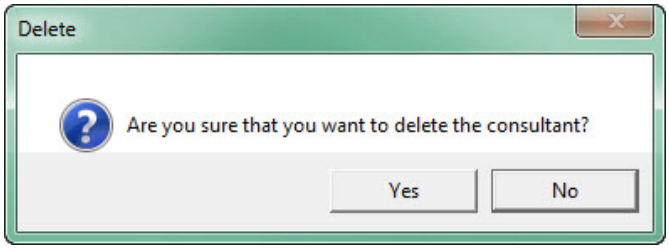
1. Select Specialty



2. Select Add Specialty



3. Find the desired category to delete and press



4. Click on "Yes" in the delete message
5. Press Close on the Specialty box and Instruction box

See also

Consultant - Search, Add, Modify, Delete
Consultant - Add/Delete Instruction Sheet

Consultant - Add/Delete Instruction Sheet

When creating a consultant sheet, users may want to add specific instructions for the consultant. To make it easy and efficient to provide these instructions, ScriptSure allows users the ability to create and store instructions for easily selection.

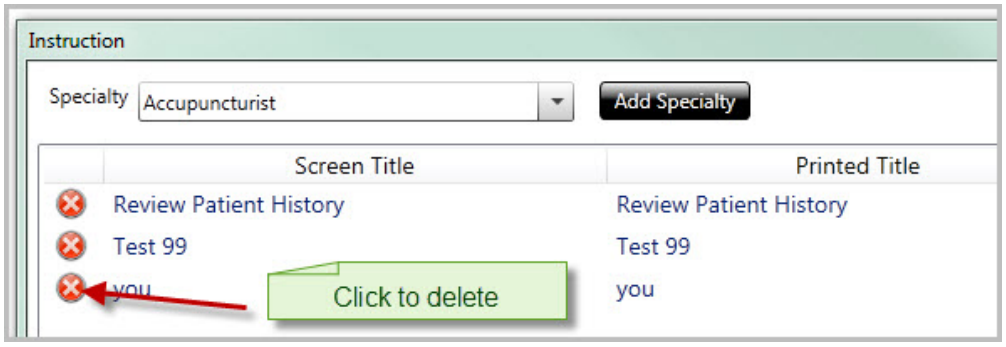
Add Instructions
Delete Instructions

To add instructions:

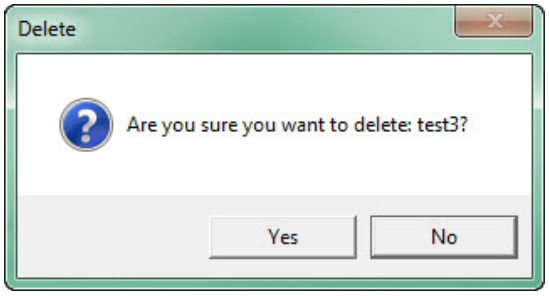
1. Select Specialty
2. Select the specialty from the dropdown on the Instruction form
3. At the bottom or the screen, enter a scree title and a printed title for the instruction
4. Click on Apply and the instruction will be applied to category
5. Select Close to close the instruction box

To delete instructions:

1. Select Specialty
2. Select the specialty from the dropdown on the Instruction screen
3. Select next to the instruction that you would like to remove



4. Select "Yes" on the popup box to confirm deletion



5. Press Close to close the Instruction window

See also

Consultant - Search, Add, Modify, Delete
Consultant - Add/Delete Specialty Category

Notes

The program has several notes pre-programmed. A user can add, delete and modify an unlimited number of custom notes from the Notes screen. Customer notes can be created by users that automatically insert patient-specific information into a note. This is accomplished using a "tag". Notes that have been pre-programmed cannot be deleted from the system. Permissions to add, delete, and modify a notes are established from within the Setup menu by the Program Administrator.

Note - Add

Note - Delete

Note - Modify

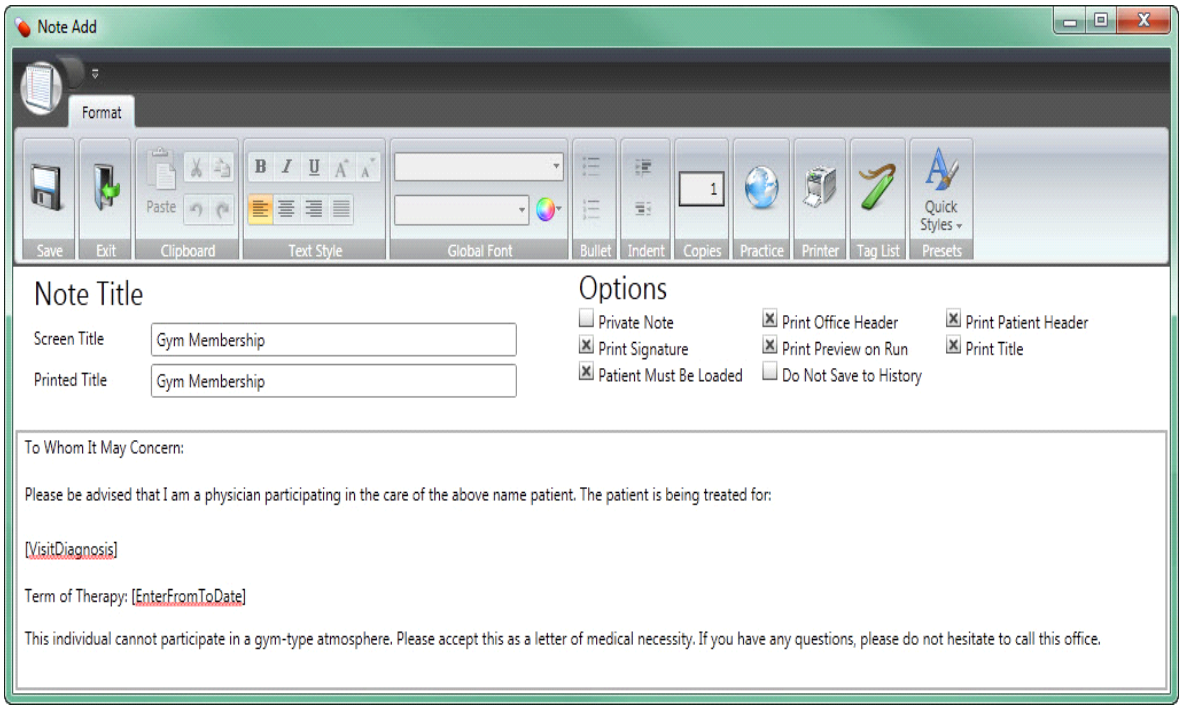
See also

Quick Start Guide
Login eRx
Screen Layout
Basic Procedures
Patient
Medication
Consultant
Messages
Disease Information
Reporting
Setup

Note - Add

1. Select
2. Click on

3. Enter the Note information such as
    - Screen Title
    - Printed Title



4. Select the appropriate options for the sheet

Private Note	
Print Signature	Adds a signature line at the end of the note for a signature.
Patient Must Be Loaded	Prevents this note from being printed without a patient currently selected.
Print Office Header	Adds the Office/Practice Heading to the printed note.
Print Preview on Run	Opens a preview window when the note is selected, allowing the user to ensure the accuracy of the note prior to printing.
Do Not Save to History	When the note is printed, it will not be added to the patient's chart history.
Print Patient Header	Adds the Patient Header information to the printed note. This information includes the same information included on prescriptions - first and last name, DOB, address, current date.

Print title	Adds the printed title entered for the note to the printed hard copy.

5. Program data can be added to the note by added a tag. To add a tag, click in the desired place in the test area and press

6. Select a tag from the list. The [PatientName] tag will insert the currently selected patient's name into the text at that location. The [Comment] tag will allow you to enter a comment on the fly when the note is selected and insert the written text here. The [EnterFromToDate] will oepn a calendar so that you can set a from and to date and those dates will appear here on the note. Additional tag items are available. Example note:

This is to confirm that [PatientName] had been under my care for:

[Comment]

The patient's absence is medically advised from [EnterFromToDate]

The Note, when added to a patient's chart will look like below.

This is to confirm that John Patient had been under my care for:

Spinal Injuries

The patient's absence is medically advised from 6/3/2011 to 6/10/2011

7. Press the

button to view what the note will look like in printed form
8. Press the

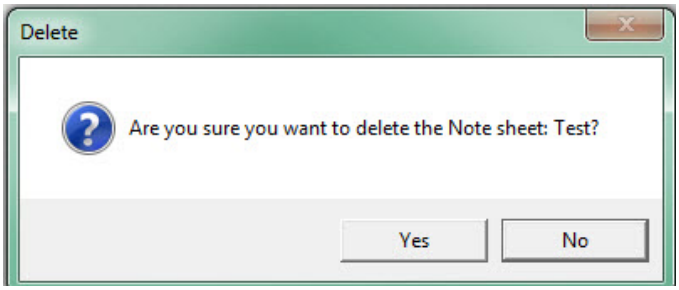
button to save the changes. The new note will be added alphabetically to the notes screen, based on the screen title.

See also

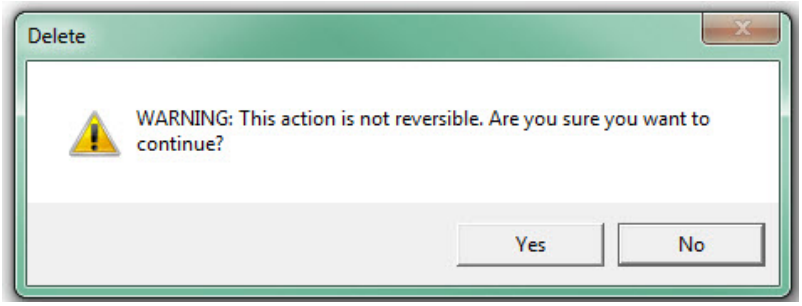
Note - Delete
Note - Modify

Note - Delete

1. Press
2. Press Delete to the left of the name of the note to delete
3. Click on "Yes" on the delete confirmation popup



4. Click on "Yes" on the delete warning message if you are sure you want to delete this note, otherwise, press "No"
   Note: Once a note is deleted, it can only be recovered by manually adding it



See also

Note - Add
Note - Modify

Note - Modify

1. Press
2. Press Modify to the left of the name of the note to modify
3. Change any desired information
4. Press

5. Press

See also

Note - Add
Note - Delete

Messages

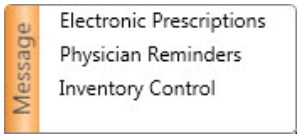
See also

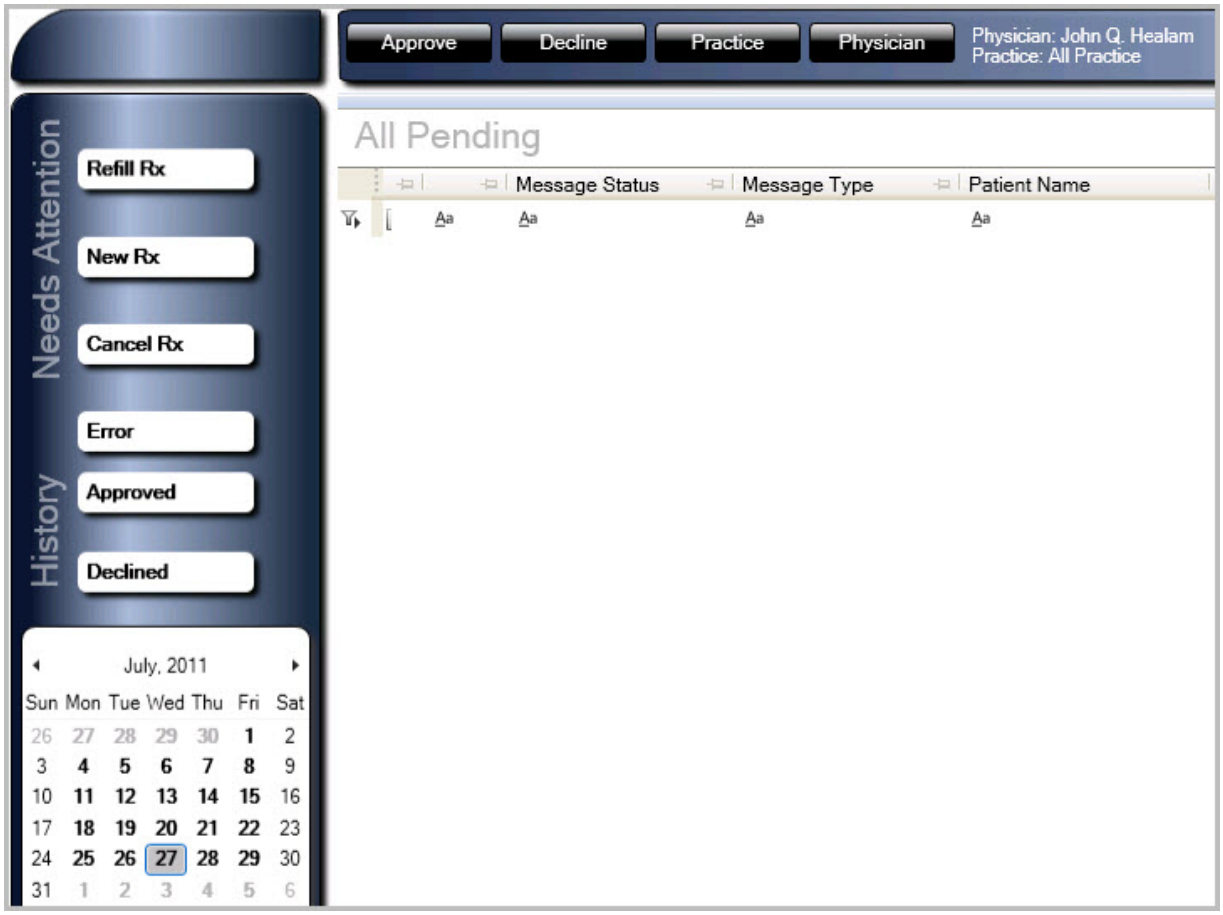
Quick Start Guide
Login eRx
Screen Layout
Basic Procedures
Patient
Medication
Consultant
Notes
Disease Information
Reporting
Setup

Electronic

The messaging form allows users to manage electronic prescription activity.

Access the Electronic Messaging screen by pressing the and then select Electronic Prescriptions.



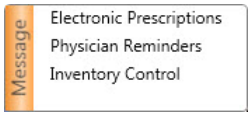


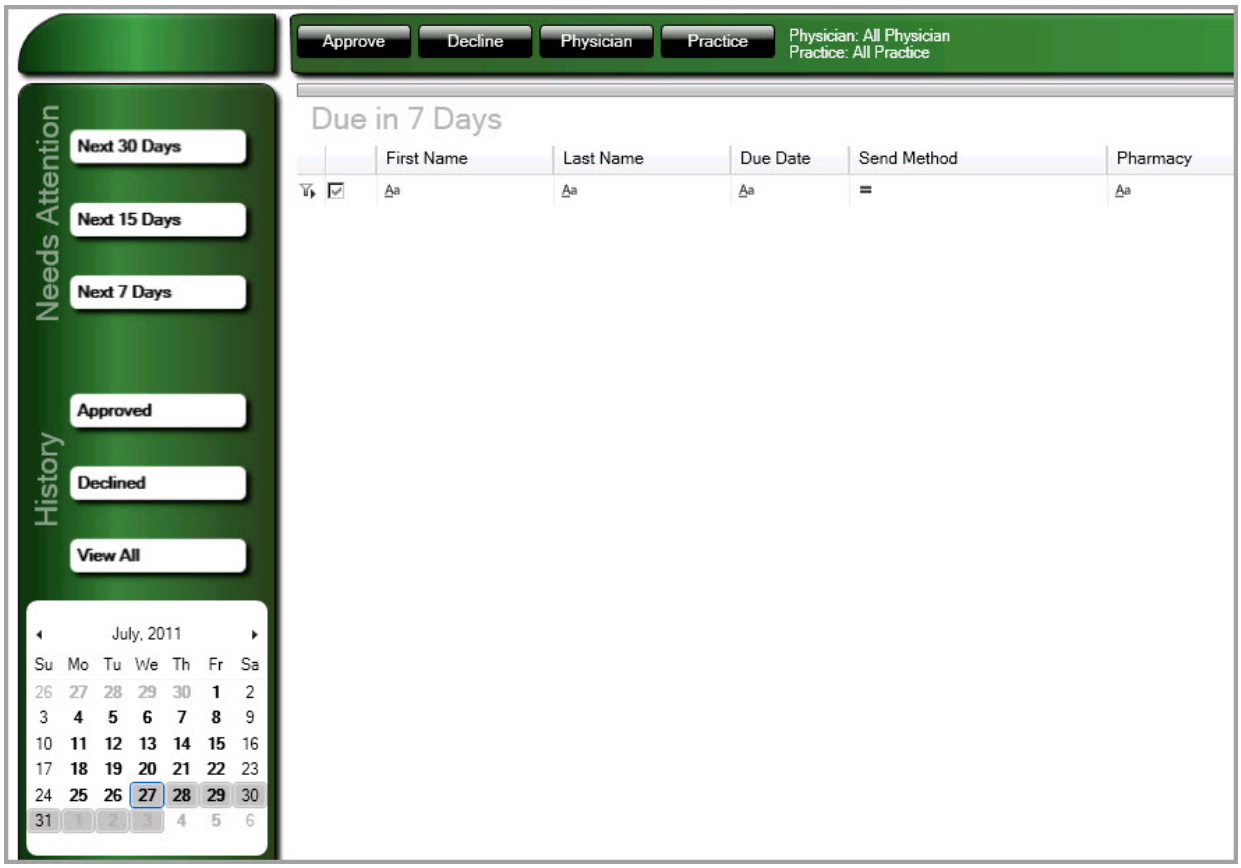
See also

Physician Reminders

Physician Reminders

The physician can review outstanding tasks in the Physician Reminders. Press the and select Physician Reminders from the popup menu.





See also

Electronic

Disease Information

The program has disease information sheets pre-programmed into the database that were written by Daw Systems, Inc. physician staff. The disease information sheets serve as patient information; providing descriptions of many diseases and conditions. Each can be viewed on-screen, modified and printed. All disease information sheets should be reviewed by the physician user for accuracy. Please review any sheet before delivering to a patient to be sure that you agree with the information listed.

See also

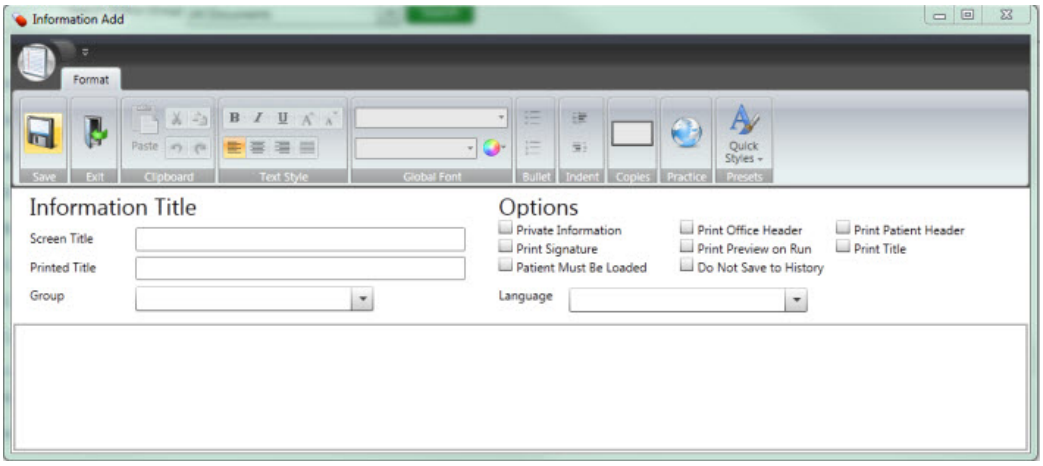
Quick Start Guide
Login eRx
Screen Layout
Basic Procedures
Patient
Medication
Consultant
Notes
Messages
Reporting
Setup

Disease - Add Information

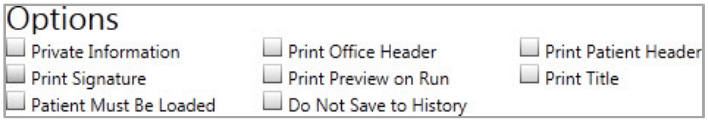
It is possible for users to add practice-specific disease information sheets.

1. Click
2. Click

3. Enter the Information such as
    - Screen Title
    - Printed Title
    - Group
    - Language



4. Select the appropriate options for the sheet:



Private Information	
Print Signature	Adds a signature line at the end of the sheet for a signature.
Patient Must Be Loaded	Prevents this sheet from being printed without a patient currently selected.
Print Office Header	Adds the Office/Practice Heading to the printed sheet.
Print Preview on Run	Opens a preview window when the sheet is selected, allowing the user to ensure the accuracy of the sheet prior to printing.
Do Not Save to History	When the sheet is printed, it will not be added to the patient's chart history.
Print Patient Header	Adds the Patient Header information to the printed sheet. This information includes the same information included on prescriptions - first and last name, DOB, address, current date.

Print title	Adds the printed title entered for the sheet to the printed hard copy.

5. Enter the Disease Information in the text area
6. Press

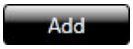
7. Press

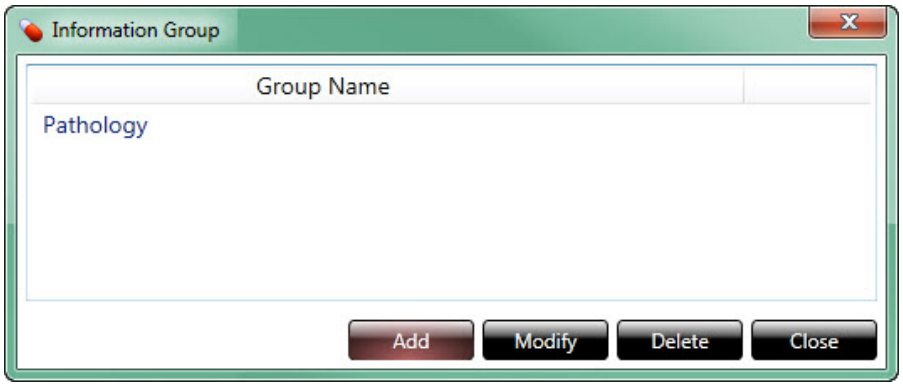
See also

Disease - Add New Group
Disease - Search
Disease - Preview and Print

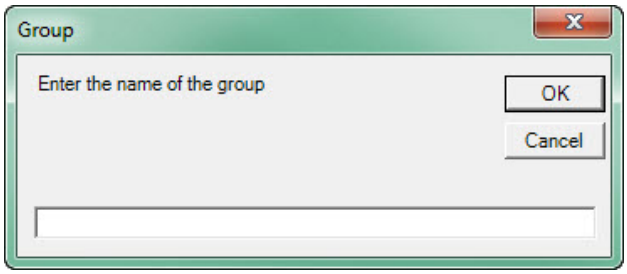
Disease - Add New Group

1. Press
2. Click

3. Click 



4. Enter the Group Name and press OK



5. Press

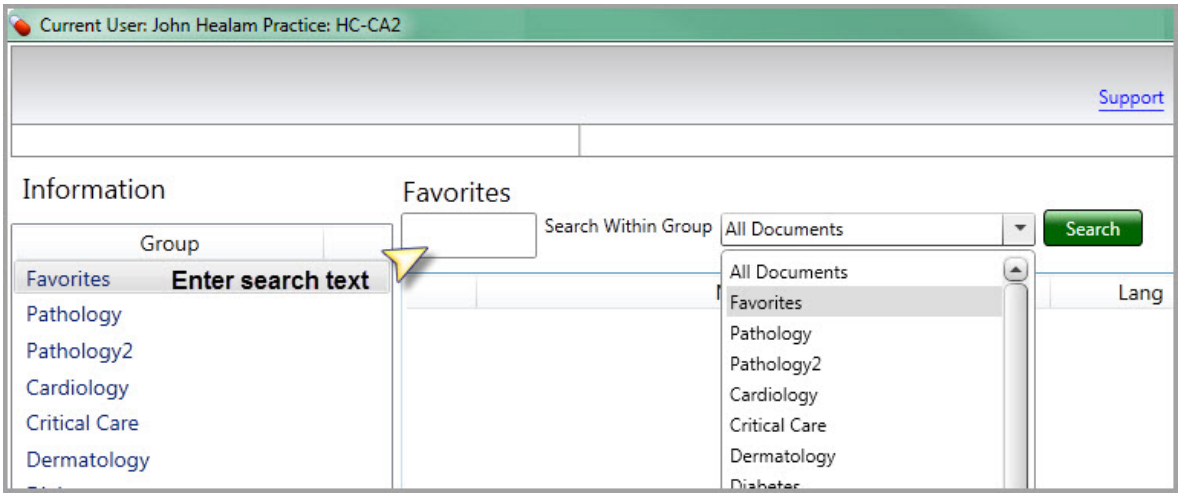
See also

Disease - Add Information
Disease - Search
Disease - Preview and Print

Disease - Search

Disease information sheets can be searced for by description. The search can be narrowed down by category if desired.

1. Click on
2. Enter search text in the text box



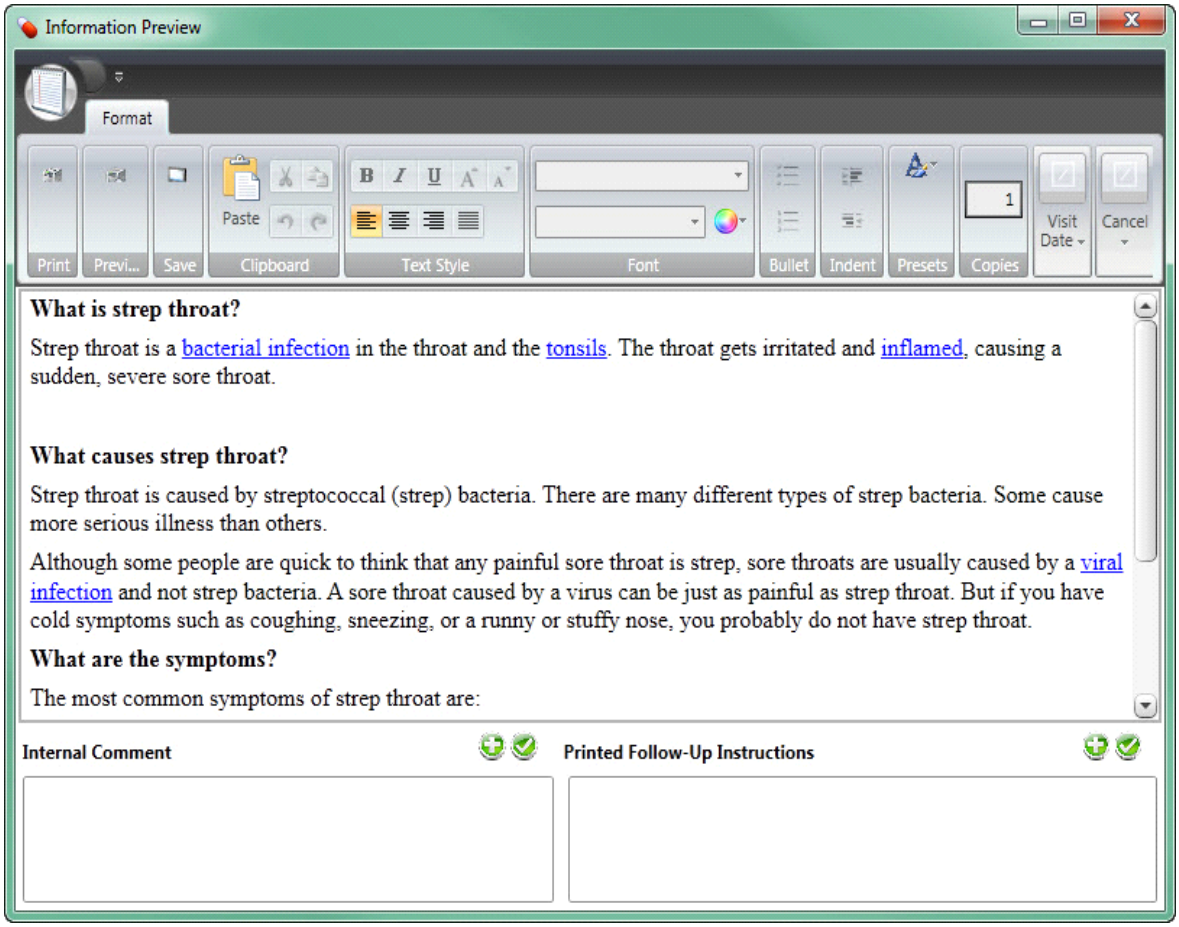
3. Select a Group to search within or to search all groups, select "All Documents" from the dropdown box
4. Press

See also

Disease - Add Information
Disease - Add New Group
Disease - Preview and Print

Disease - Preview and Print

1. Search for the desired disease
2. Highlight the disease row
3. Preview the disease information by pressing


Information Preview
Format
Print
Previ...
Save
Paste
Clipboard
Text Style
Font
Bullet
Indent
Presets
Copies
1
Visit Date
Cancel
What is strep throat?
Strep throat is a bacterial infection in the throat and the tonsils. The throat gets irritated and inflamed, causing a sudden, severe sore throat.
What causes strep throat?
Strep throat is caused by streptococcal (strep) bacteria. There are many different types of strep bacteria. Some cause more serious illness than others.
Although some people are quick to think that any painful sore throat is strep, sore throats are usually caused by a viral infection and not strep bacteria. A sore throat caused by a virus can be just as painful as strep throat. But if you have cold symptoms such as coughing, sneezing, or a runny or stuffy nose, you probably do not have strep throat.
What are the symptoms?
The most common symptoms of strep throat are:
Internal Comment
Printed Follow-Up Instructions

4. Press Print in the upper left corner of this screen if a hard copy is desired
5. Close the Information Preview by pressing the X in the upper right corner
6. An alternate method to print can be done from the disease search screen by pressing to print directly to the printer

See also

Disease - Add Information
Disease - Add New Group

Disease - Search

Reporting

Scriptsure is deployed with 40+ reports depending on which modules are installed. Select the button in the lower, right corner to view the list of reports. To view a report, press Run next to the desired report.

See also

Quick Start Guide
Login eRx
Screen Layout
Basic Procedures
Patient
Medication
Consultant
Notes
Messages
Disease Information
Setup

Setup

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

See also

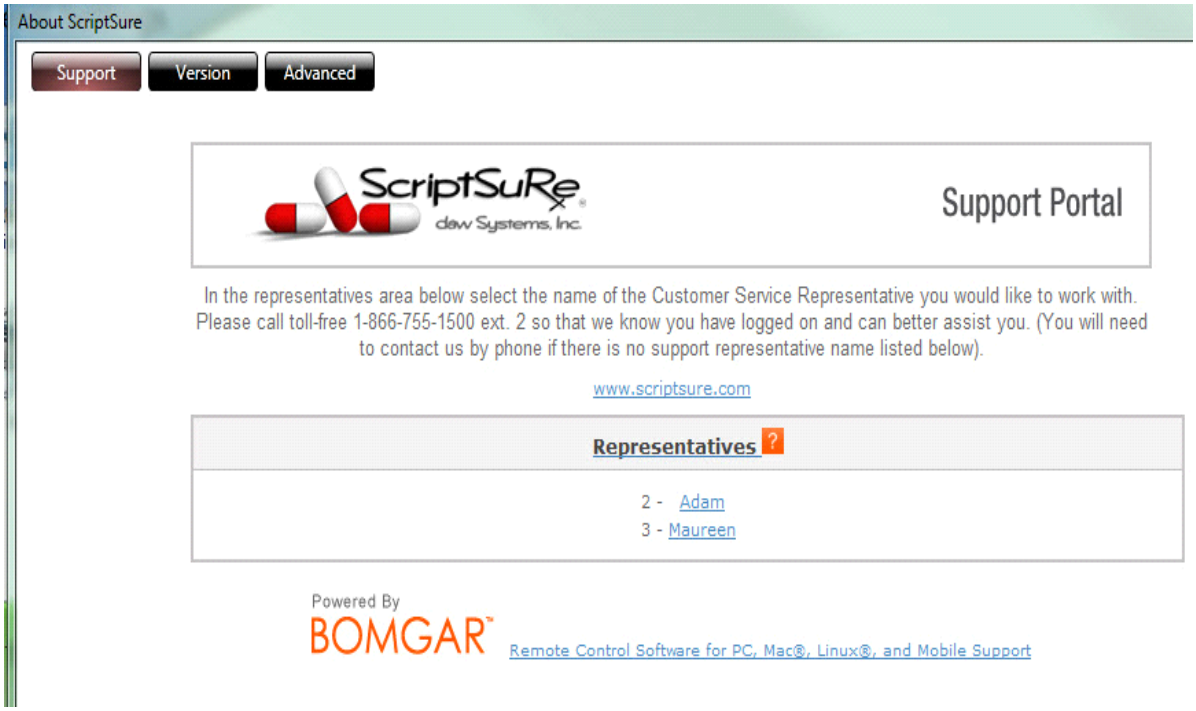
Quick Start Guide
Login eRx
Screen Layout
Basic Procedures
Patient
Medication
Consultant
Notes
Messages
Disease Information
Reporting

About ScriptSure

From the "About Scriptsure" menu item in Setup, information regarding the software version can be found. It is also possible to connect with Scriptsure support staff.

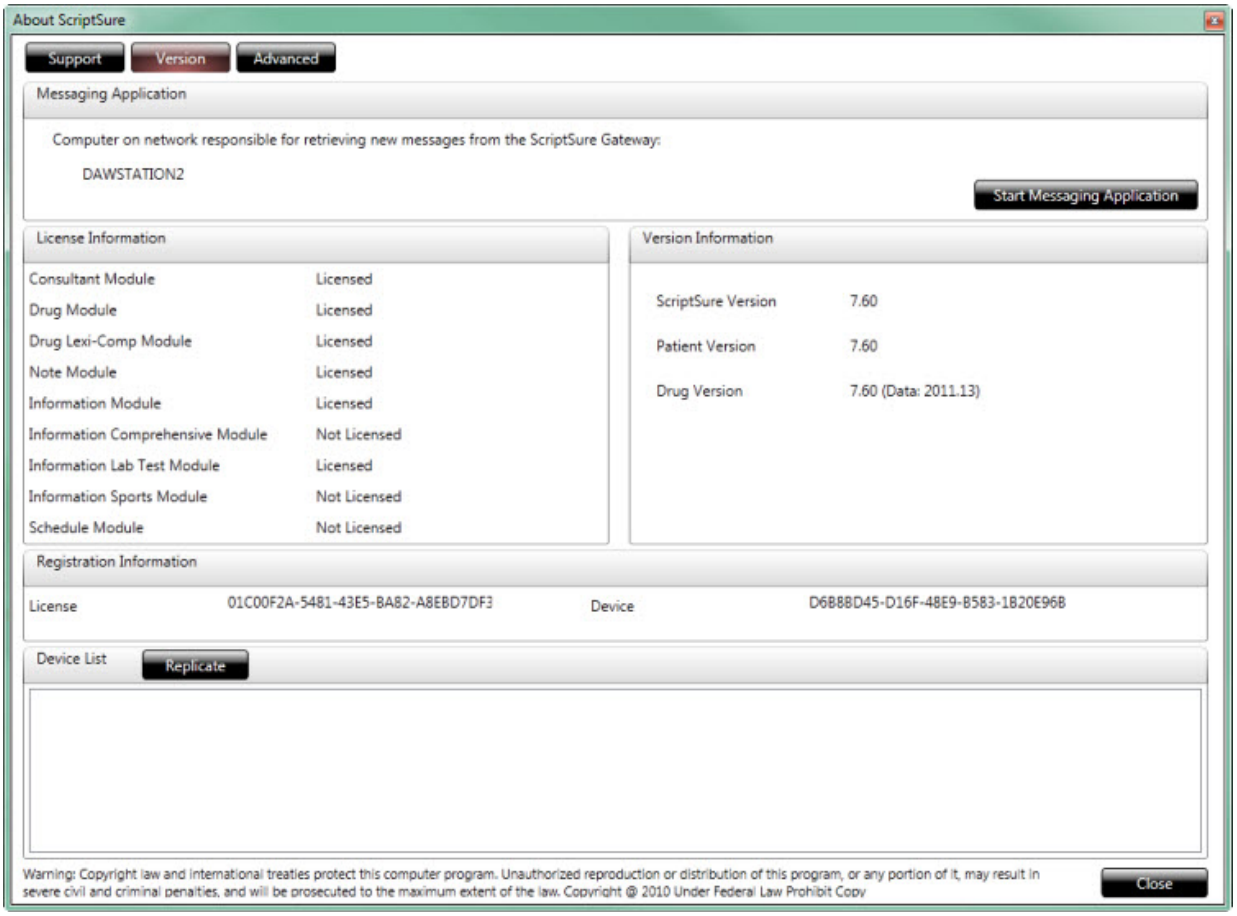
Support

From the support button within this screen, ScriptSure support portal can be found. If you are having a problem with the system, select a representative's name to connect them to your computer for support.


About ScriptSure
Support
Version
Advanced
ScriptSuRe
dav Systems, Inc.
Support Portal
In the representatives area below select the name of the Customer Service Representative you would like to work with. Please call toll-free 1-866-755-1500 ext. 2 so that we know you have logged on and can better assist you. (You will need to contact us by phone if there is no support representative name listed below).
www.scriptsure.com
Representatives
2 - Adam
3 - Maureen
Powered By
BOMGAR
Remote Control Software for PC, Mac®, Linux®, and Mobile Support

Version

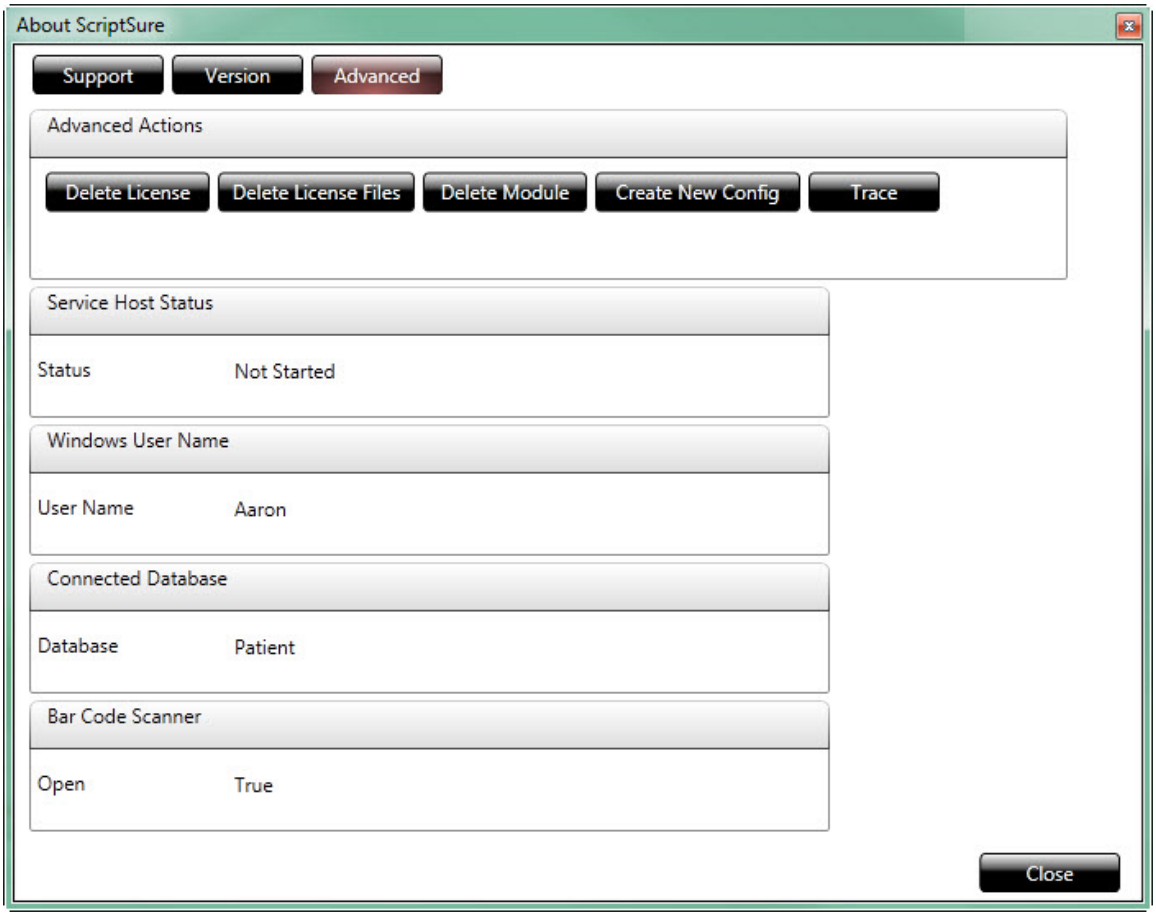
Select the Version button to learn about the installed system. The current version of ScriptSure will be displayed here along with the modules that have been licensed by the practice.


About ScriptSure
Support
Version
Advanced
Messaging Application
Computer on network responsible for retrieving new messages from the ScriptSure Gateway:
DAWSTATION2
Start Messaging Application
License Information
Consultant Module Licensed
Drug Module Licensed
Drug Lexi-Comp Module Licensed
Note Module Licensed
Information Module Licensed
Information Comprehensive Module Not Licensed
Information Lab Test Module Licensed
Information Sports Module Not Licensed
Schedule Module Not Licensed
Version Information
ScriptSure Version 7.60
Patient Version 7.60
Drug Version 7.60 (Data: 2011.13)
Registration Information
License 01C00F2A-5481-43E5-BA82-A8EBD7DF3
Device D6B8BD45-D16F-48E9-B583-1B20E96B
Device List
Replicate
Warning: Copyright law and international treaties protect this computer program. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent of the law. Copyright @ 2010 Under Federal Law Prohibit Copy
Close

Press the Replicate button to review the other computers in the practice that are connected to ScriptSure.

Advanced

The Advanced button allows a system administrator a more detailed look at the configuration of ScriptSure. Please consult a ScriptSure representative before using any of the options below.



See also

Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information

Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Administration - User Management

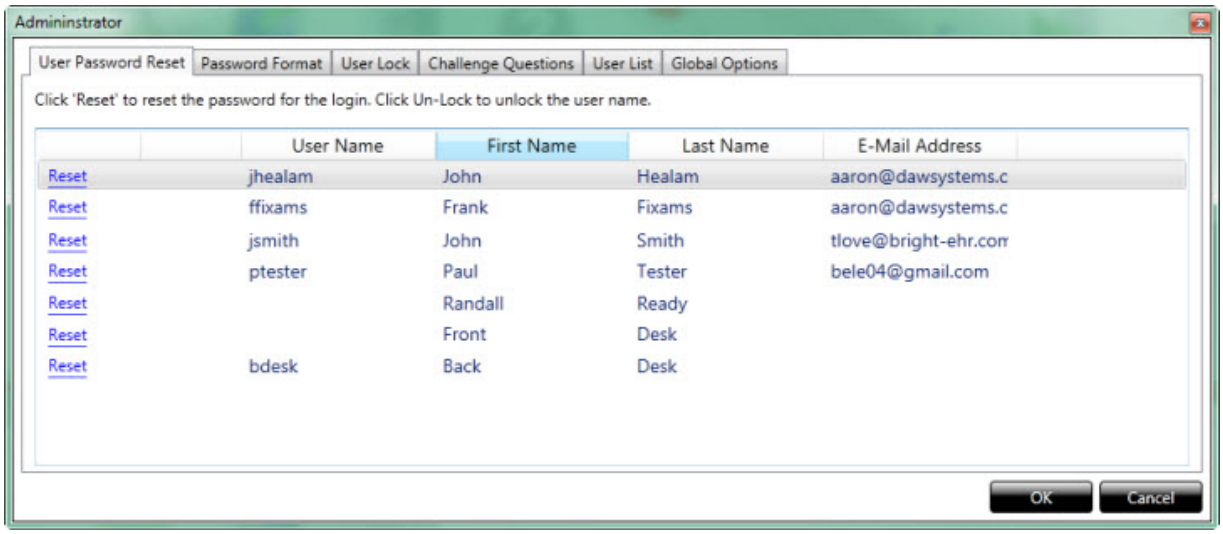
In order to access this menu option, the user must be logged in as an "Admin" user and or have an administrator user name and password to enter when clicking on this menu item.

Perform the following actions from the Administrator Setup menu:

Reset user passwords
Define the format of a password
Define the number of tries a user is allowed to login before the account is locked
Modify and delete challenge questions that are used for password reset
Review the list of active users
Set global options

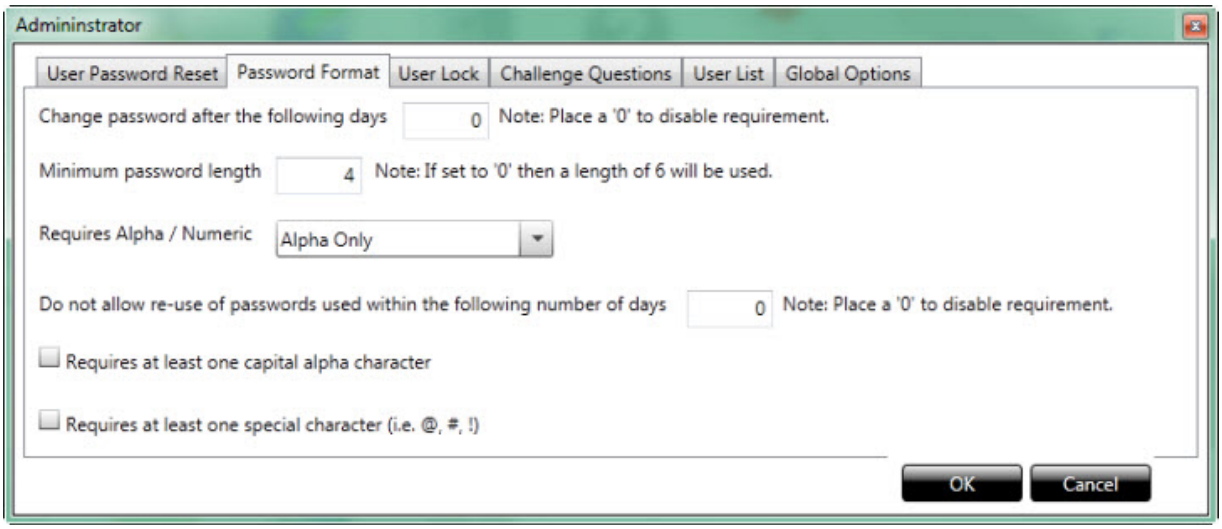
Reset password:

To reset the password, users can click on Reset to have a new password emailed to them.



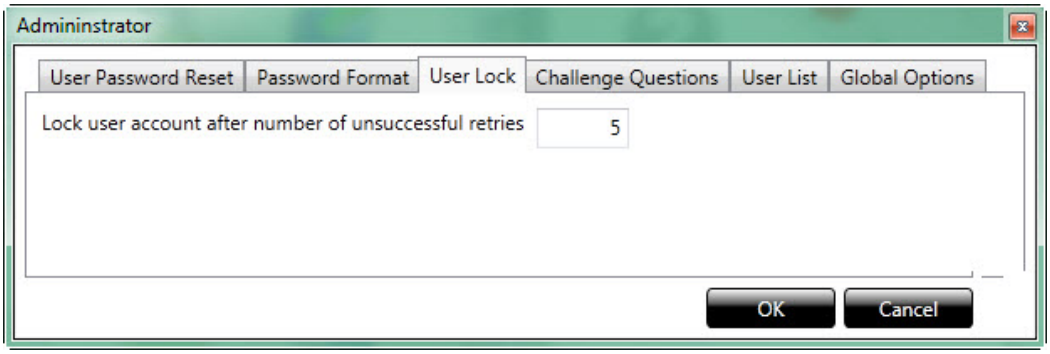
Define the format of the password:

By default, passwords are required to be alpha (letters) only and have a minimum of 4 letters. They are not set to expire in a certain amount of days. The practice administrator can change the rules of the password format to require capital letters, require a special character, require alpha and numeric characters, or to be a certain length. The passwords also can be set to expire every certain number of days.


Admininstrator
User Password Reset
Password Format
User Lock
Challenge Questions
User List
Global Options
Change password after the following days
0
Note: Place a '0' to disable requirement.
Minimum password length
4
Note: If set to '0' then a length of 6 will be used.
Requires Alpha / Numeric
Alpha Only
Do not allow re-use of passwords used within the following number of days
0
Note: Place a '0' to disable requirement.
Requires at least one capital alpha character
Requires at least one special character (i.e. @, #, !)
OK
Cancel

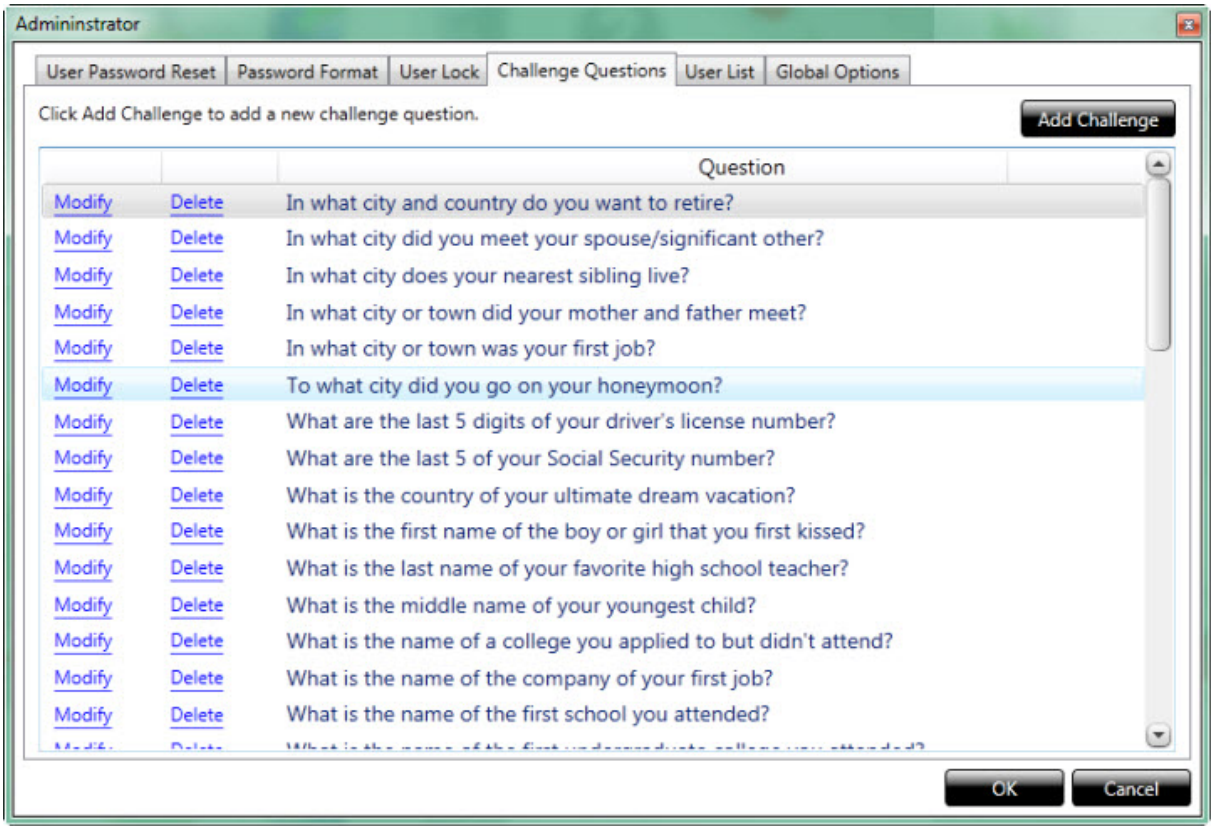
User application lock:

If the application should lock up after a certain number of password failed entries, this number of tries can be specified under the User Lock tab.



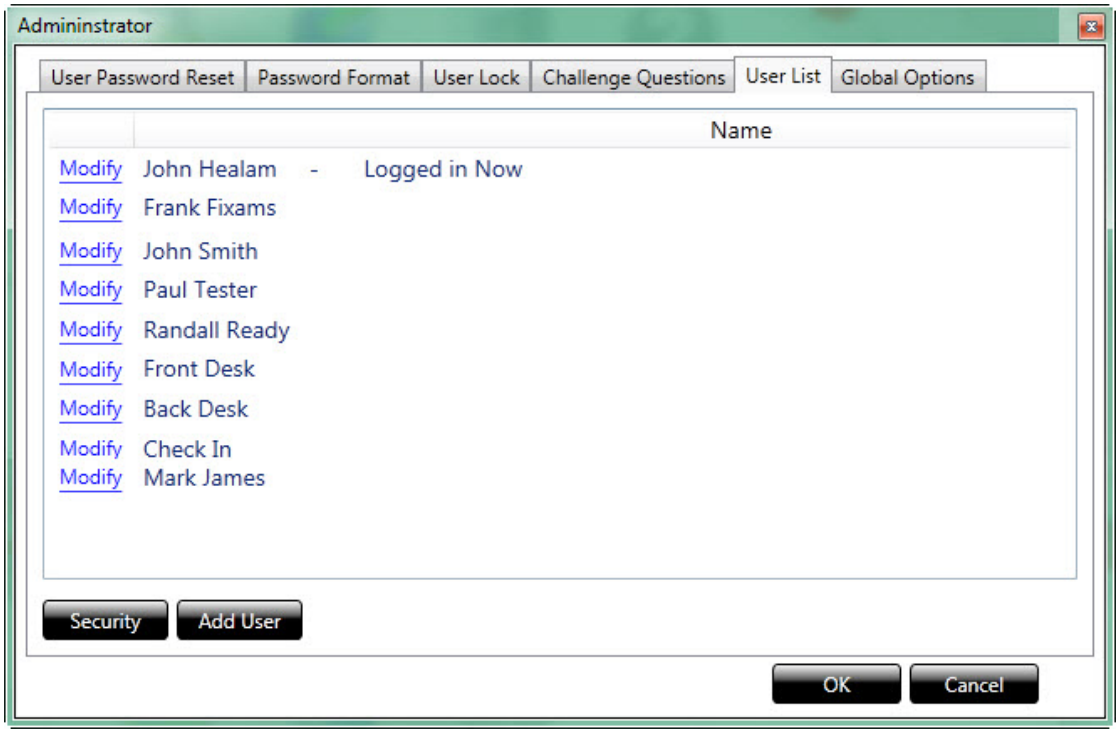
Password challenge questions:

When a password is reset from the login screen, the user will be prompted to answer two challenge questions that were initially setup. A correct answer to the question is required in order to reset the password. The challenge questions provided to the users for selection can modified or deleted in this window. It is also possible to add new challenge questions by selecting the "Add Challenge" button in the upper, right corner.


Admininstrator
User Password Reset
Password Format
User Lock
Challenge Questions
User List
Global Options
Click Add Challenge to add a new challenge question.
Add Challenge
Question
Modify Delete In what city and country do you want to retire?
Modify Delete In what city did you meet your spouse/significant other?
Modify Delete In what city does your nearest sibling live?
Modify Delete In what city or town did your mother and father meet?
Modify Delete In what city or town was your first job?
Modify Delete To what city did you go on your honeymoon?
Modify Delete What are the last 5 digits of your driver's license number?
Modify Delete What are the last 5 of your Social Security number?
Modify Delete What is the country of your ultimate dream vacation?
Modify Delete What is the first name of the boy or girl that you first kissed?
Modify Delete What is the last name of your favorite high school teacher?
Modify Delete What is the middle name of your youngest child?
Modify Delete What is the name of a college you applied to but didn't attend?
Modify Delete What is the name of the company of your first job?
Modify Delete What is the name of the first school you attended?
OK
Cancel

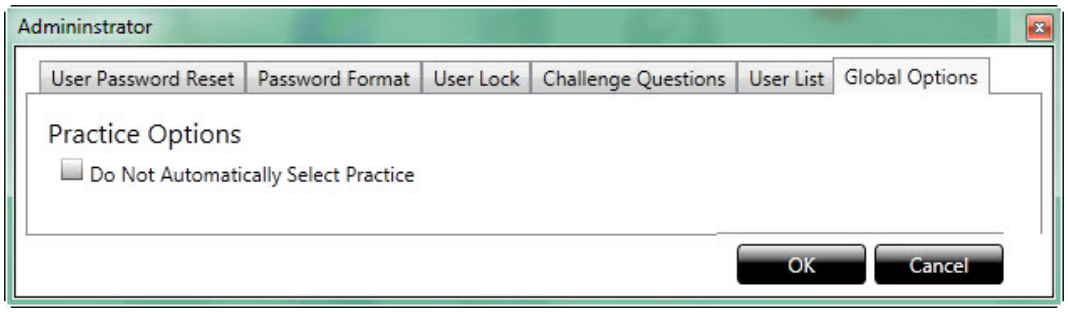
Review the list of users:

The User List tab shows the current and active users for the practice.



Global Options:

If your organization has multiple practices, users can be asked to select a practice before



See also

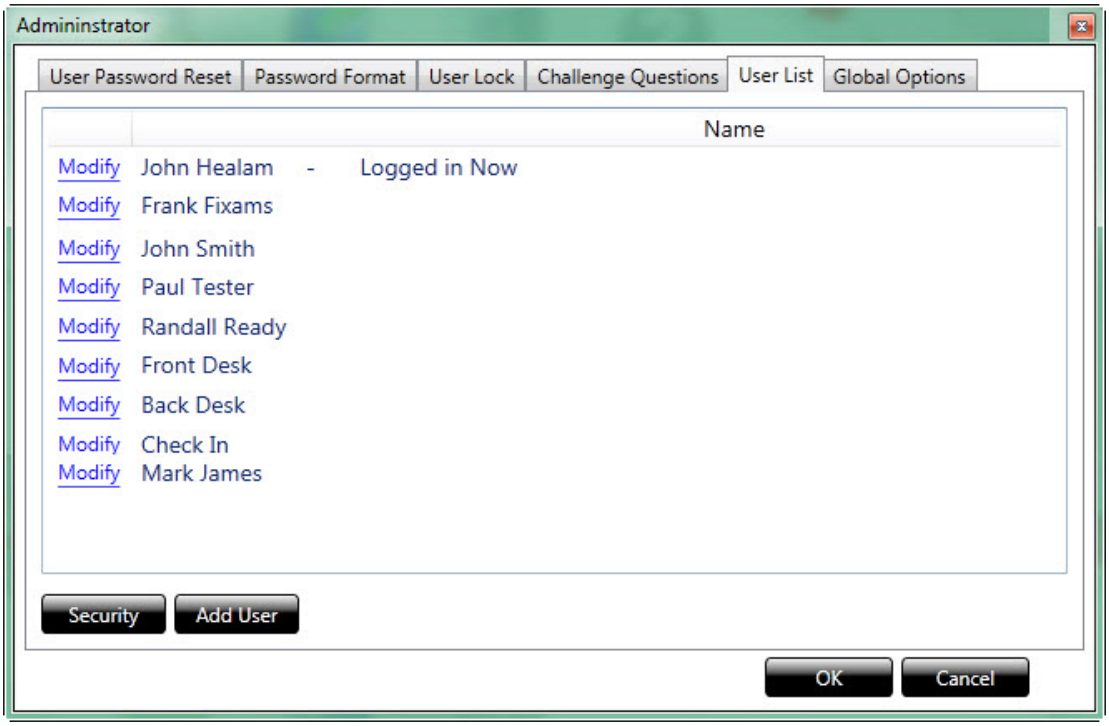
About ScriptSure
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance

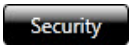
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

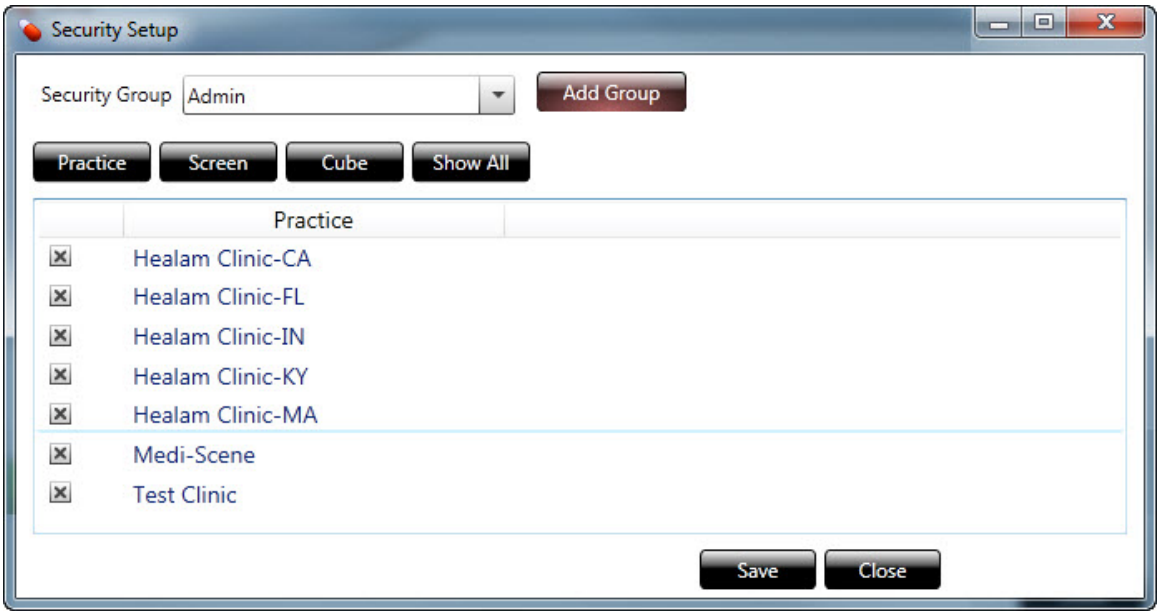
User Security

User security is setup from the Administrator option in Setup. A security button is listed in the User List tab. Security is managed by Group. There can be mulitple groups and each can be customized for specific authority within the application. A security group is then assigned to a user in the User list.

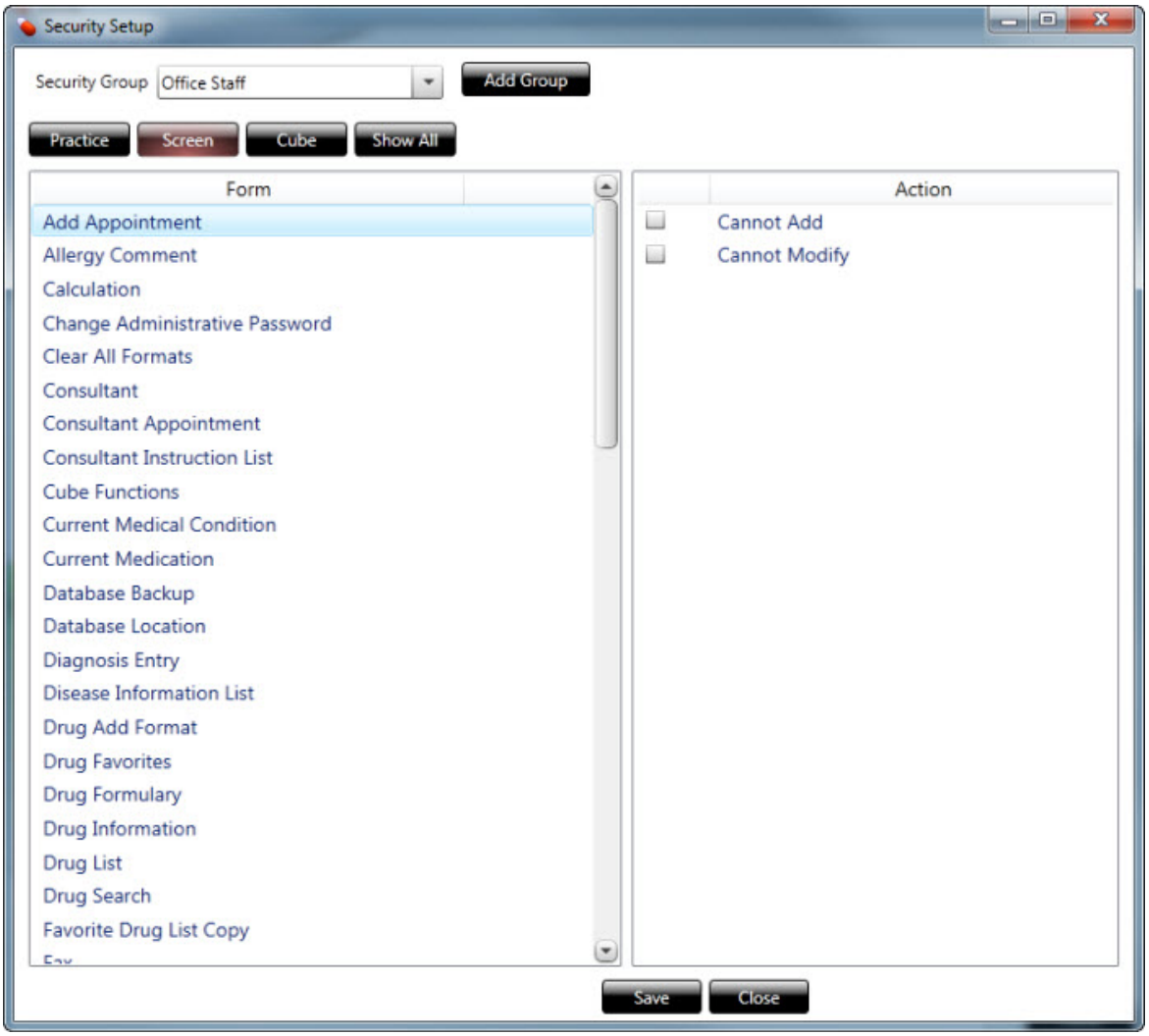
1. Click on and
2. Select the User List tab



3. Select 
4. Select a Security Group from the dropdown box

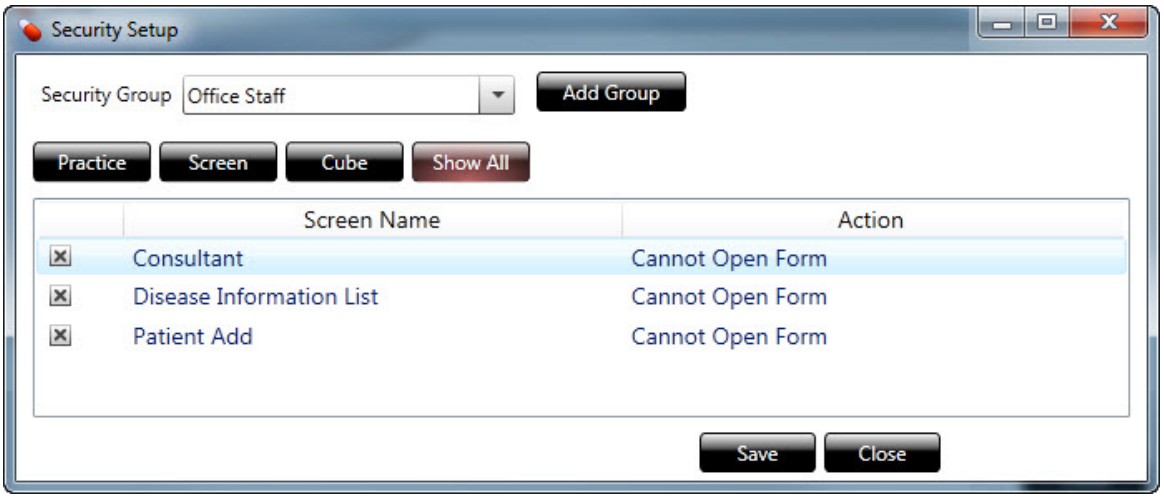


5. Select the practices that this security group will have access to by selecting the box by the practice name
6. Select the button



7. Highlight each screen and select an appropriate action in the right pane. If nothing is selected in the right pane, then the user will have all options.
8. Press the Cube

9. Select the cubes that the user has access to
10. Click on Show All to review the screens that have been limited for this user group



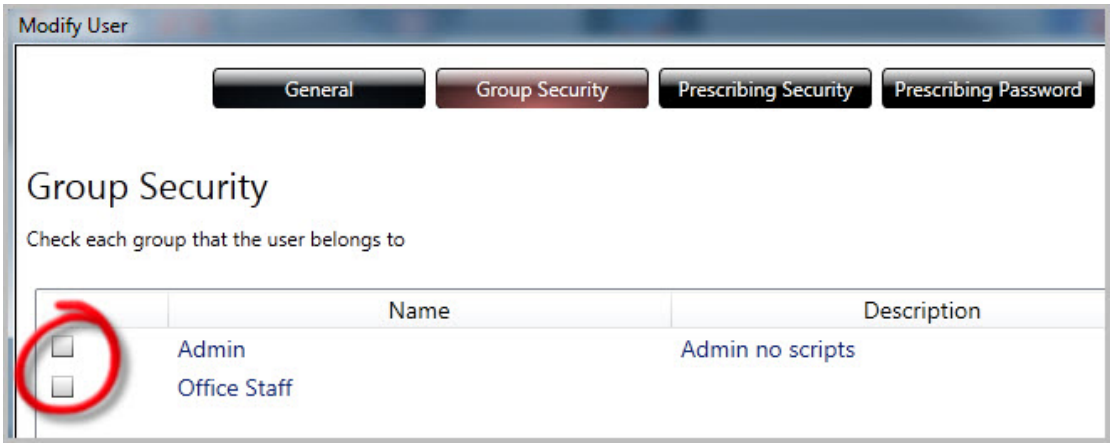
See also

Assign User Security
Edit User Information
Set Prescribing Authority
Add Electronic Signature
Set E-Prescribe Identification

Assign User Security

Once a user security group is created, an administrator can assign this group to individual employees.

1. From the Setup menu, click on
2. Click on the User List tab
3. Select Modify next to the user that will be modified
4. Press Group Security
5. Select the check box next to the security group that will apply to this user



6. Press Save and Close

See also

User Security
Edit User Information
Set Prescribing Authority
Add Electronic Signature
Set E-Prescribe Identification

Edit User Information

An administrator can change general information for individual users. Any changes made in this screen will be transmitted back to ScriptSure.

1. From the Setup menu, click on
2. Click on the User List tab
3. Select Modify next to the user that will be modified
4. Change any of the desired information
5. Press Save and Close

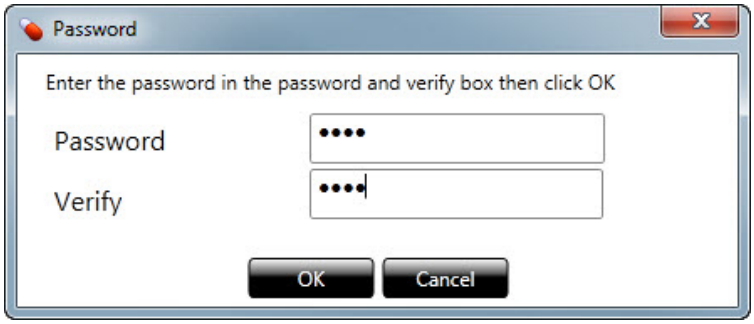
See also

User Security
Assign User Security
Set Prescribing Authority
Add Electronic Signature
Set E-Prescribe Identification

Set Prescribing Authority

An administrator can authorize other users to prescribe for a physician in the office. There is also an option to ensure that a user who is authorized to prescribe for a physician enters a password each time a script is written.

1. From the Setup menu, click on
2. Click on the User List tab
3. Select Modify next to the physician or prescriber that will allow others to prescribe using his/her name
4. Click on Prescribing Security
5. Select the check box next to the users who will have the authority to prescribe for this physician
6. If a password is required for each script, press Prescribing Password and click on the the check box next to "Enable Password"
7. If the password is enabled, click on Set Password and enter the password in each field and press OK



8. Select Press Save and Close

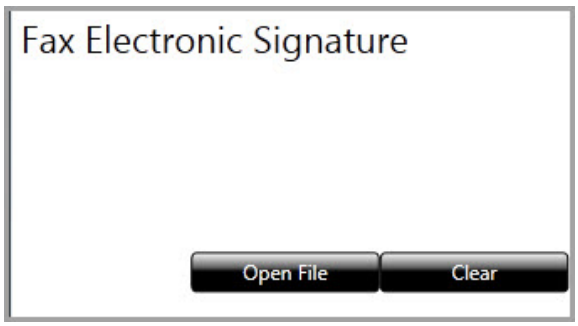
See also

User Security
Assign User Security
Edit User Information
Add Electronic Signature
Set E-Prescribe Identification

Add Electronic Signature

An electronic signature file can be uploaded for each physician or prescriber. The signature will be used on documents that are faxed.

1. From the Setup menu, click on
2. Click on the User List tab
3. Select Modify next to the user that will be modified
4. Select Signature
5. Press the Open File button



6. Navigate to the directory where the signature file is stored, click on the file and select Open
7. Press Save and Close

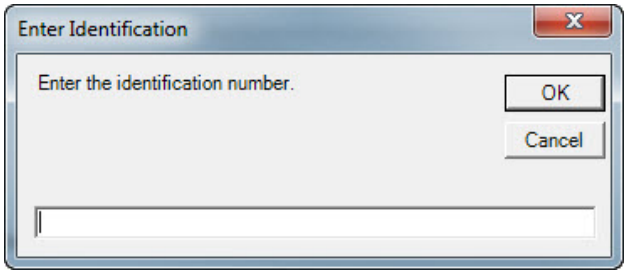
See also

User Security
Assign User Security
Edit User Information
Set Prescribing Authority
Set E-Prescribe Identification

Set E-Prescribe Identification

A prescriber must be registered with Sure Scripts in order to send prescriptions electronically. Sure Scripts is the connection liason between doctors and pharmacies. An administrator can add an identification number for Sure Scripts so that a prescriber can electronically send a prescription. However, the number must be obtained from a ScriptSure representative. A ScriptSure representative can also make this change for the practice.

1. From the Setup menu, click on
2. Click on the User List tab
3. Select Modify next to the prescriber that will e-prescribe
4. Click on Identification
5. Highlight the practice where the user will prescribe
6. Click on Set Identification
7. Enter the Identification number provided by a ScriptSure representative and press OK



8. Press Save and Close

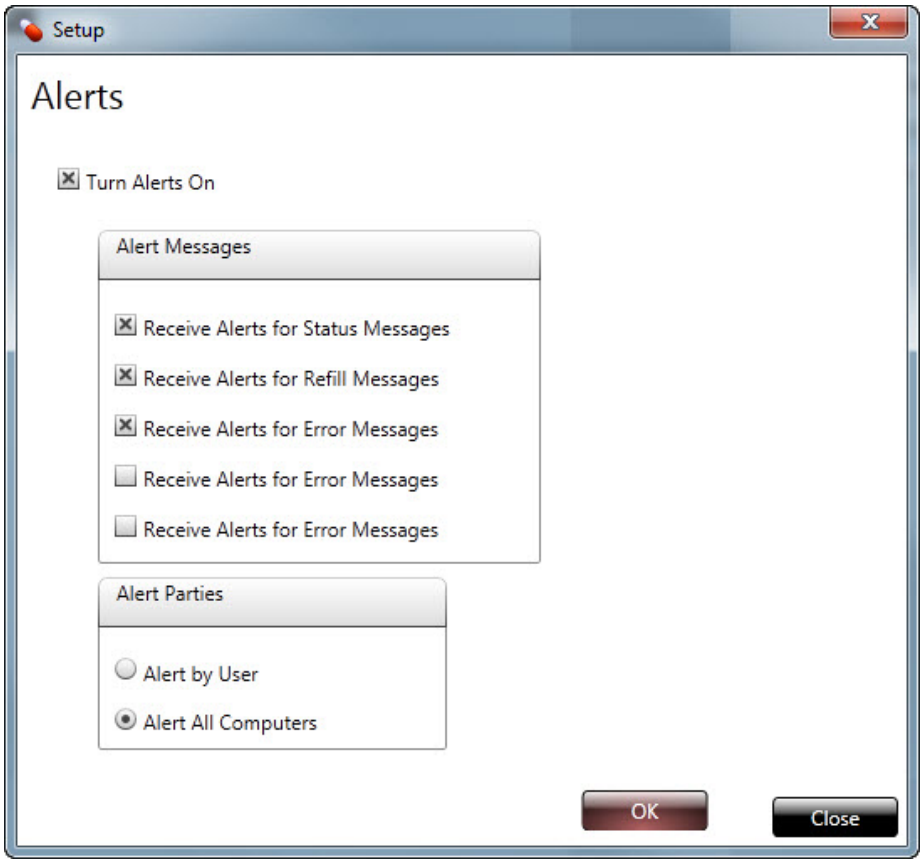
See also

User Security
Assign User Security
Edit User Information
Set Prescribing Authority
Add Electronic Signature

Alert Messages

Each practice can set alert messages within the system.

1. Click on
2. Select the desired practice
3. Select the desired messages



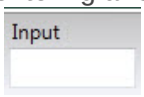
4. Click OK when finished

See also

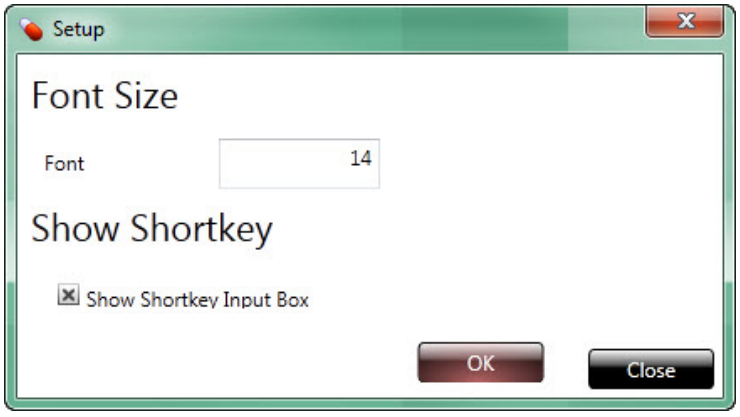
About ScriptSure
Administration - User Management
Application Appearance
Backup

Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Application Appearance

Change the font of the application by entering a font size here and pressing OK. Checking the box "Show Shortkey Input Box" allows the 

to show at the very top of the application.



See also

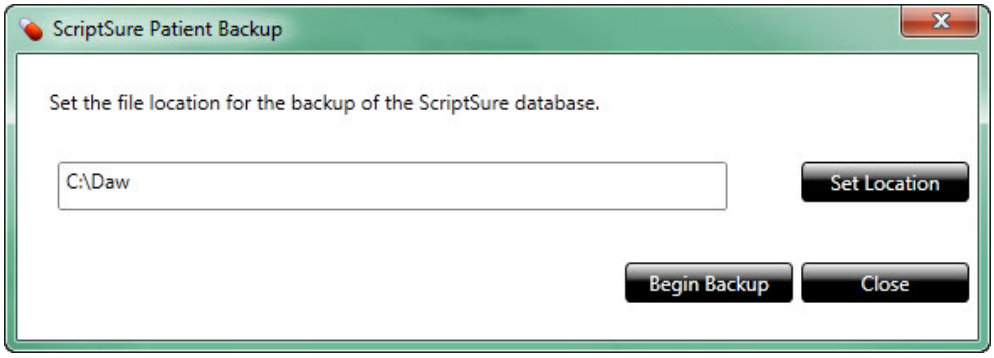
About ScriptSure
Administration - User Management
Alert Messages
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database

Reports - Patient Warning Messages

Backup

The ScriptSure database can be backed up manually to a network or external drive. A default location for the backup can be set up in the Setup Menu.

1. Go to the Setup Menu
2. Press
3. Enter the file location for the backup



4. Press "Set Location" if this will be the default
5. To backup, press "Begin Backup"

See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting

Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Challenge Questions for Password

Challenge questions are used when users have forgotten or want to change their passwords. From the login screen, the user can press either link.

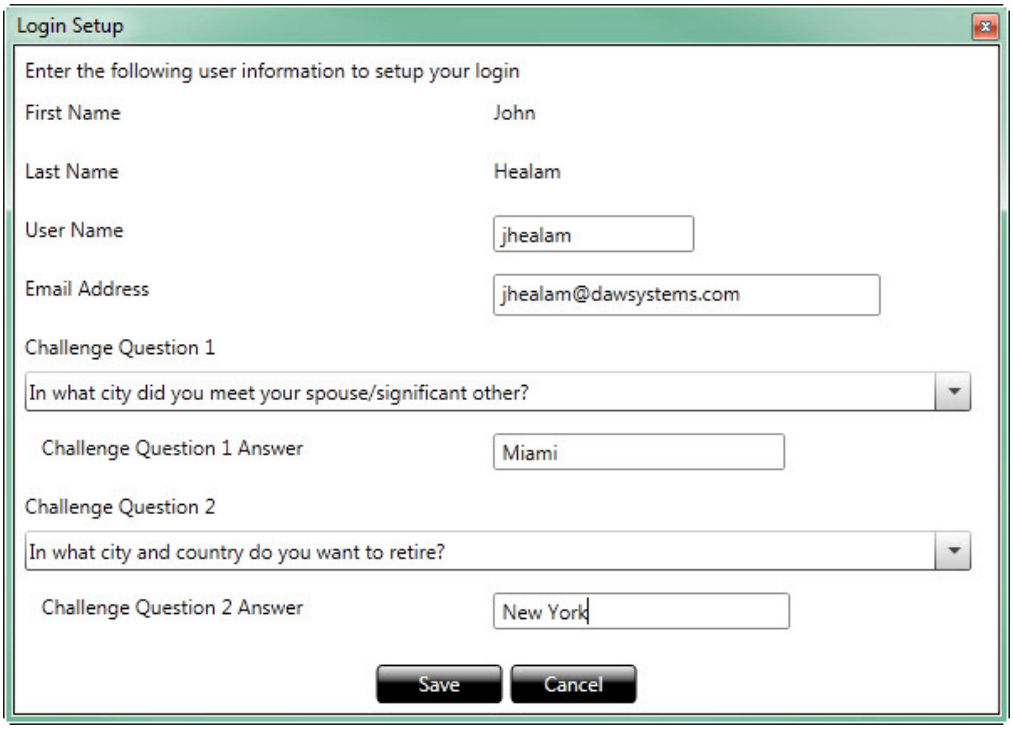
Forgot Your Password? OR Change Password?

The user must enter the answer to each question in order to successfully reset the password. If the user cannot remember the correct answer to both questions, then the password cannot be reset in this manner. Please call ScriptSure support or review the instructions in the Administration menu.

Login Challenge
In what city and country do you want to retire?
In what city did you meet your spouse/significant other?
OK
Cancel

If a user is logged in, the user can change their current password challenge questions and answers by following the below instructions.

1. Press
2. Enter a contact email address
3. Select Challenge Question 1 and enter the Answer
4. Repeat for Challenge Question 2
5. Press



See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient

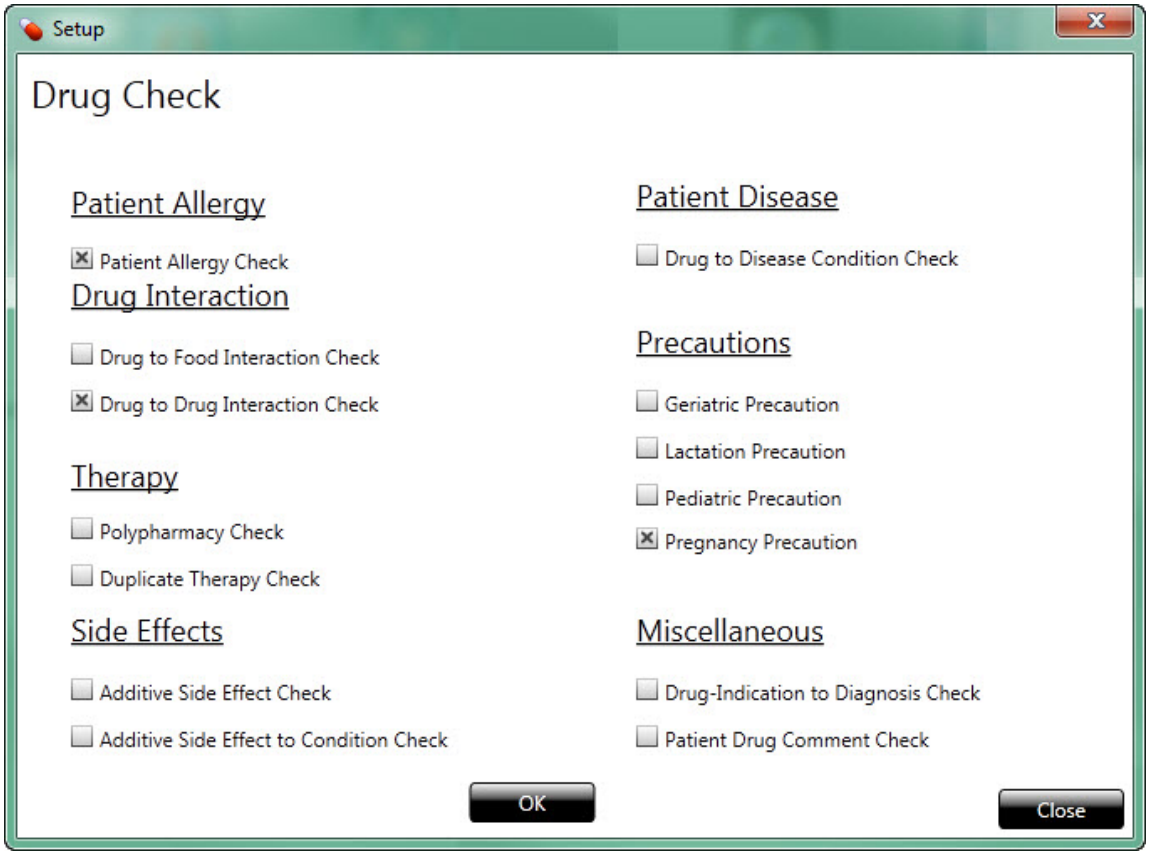
Warning Messages

Drug Checks

Within the setup menu each user can turn on or off the drugs checks that will be performed when a drug is prescribed. As many as 12 drug checks can be performed for each drug when prescribed. These checks are automatic, provided the function is turned on, and works by cross-checking the drug selected for prescribing with the information within the First Databank® medical database. All drug checking (except drug formulary checks) are provided through the drug and clinical information provided within the First Databank® drug database. As delivered, only the allergy and drug-todrug interaction selections are active. These settings are user-specific so that each user can have different checks turned on/off. To activate certain drug checks, go to the setup menu and click on Drug Checks. For a complete description of each drug check, go to Medication -> Drug Check.

On the drug search screen, drug checks alerts will be represented by placing the drug name in small font and printing the type of check after the drug name. For example: drugname - Allergy

1. Click the button in the lower right of the application
2. Press



When finshed, press OK to return to setup menu or Close to return to the application

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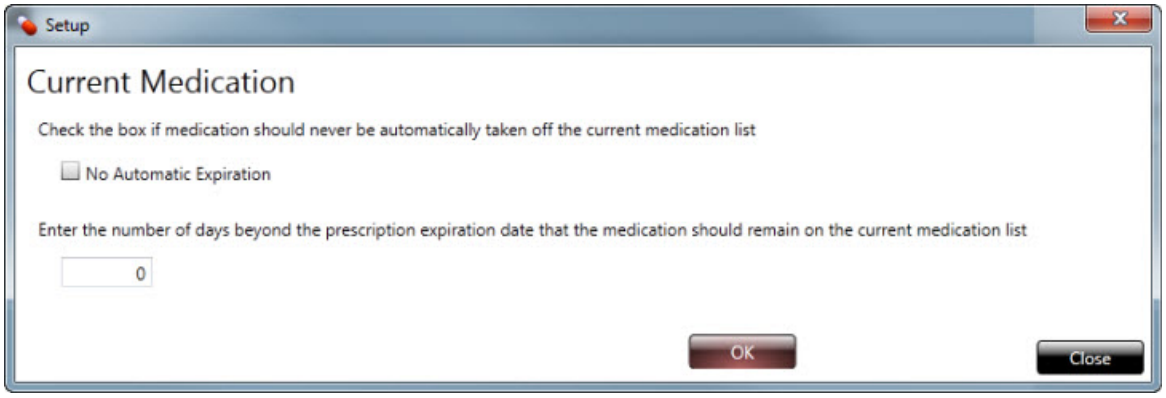
See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Drug Expiration Setting

A practice can specify the automatic expiration of a drug from the drug history screen.

1. Click on
2. Select the practice in the lower part of the screen
3. Click on


Setup
Current Medication
Check the box if medication should never be automatically taken off the current medication list
No Automatic Expiration
Enter the number of days beyond the prescription expiration date that the medication should remain on the current medication list
0
OK
Close

4. Check the top box if the medication should never automatically be removed from the patient's current medication list
5. Enter the number of days beyond the prescription expiry date that the med should remain on the current medication list
6. Press OK

See also

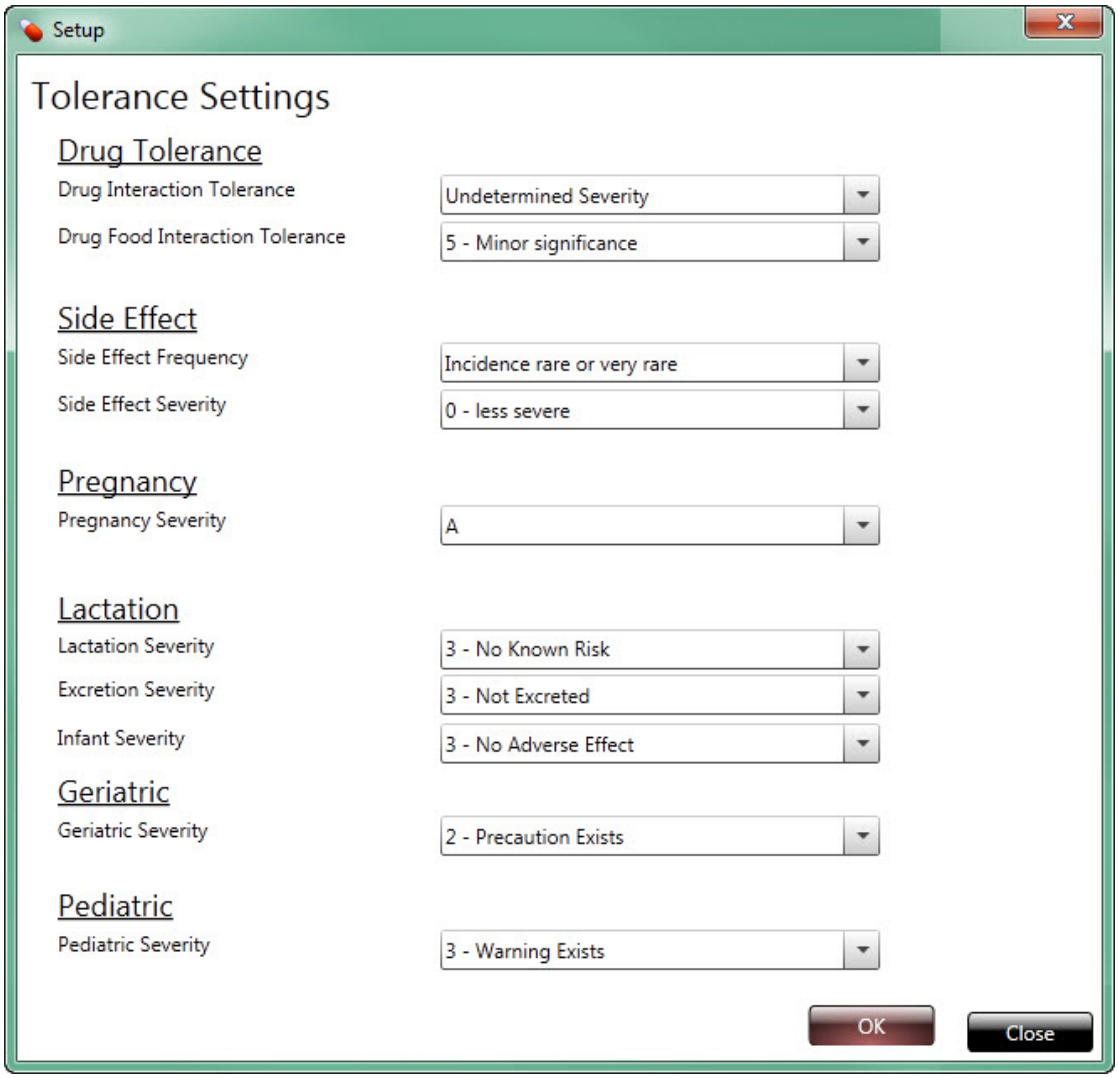
About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import

Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Drug Tolerance

Tolerance settings can be selected for most of the drug checks. Select the setting that is desired for each check from the dropdown box and press OK.

1. Click on
2. Click
3. Select the settings that are required for each drug check and press OK when complete



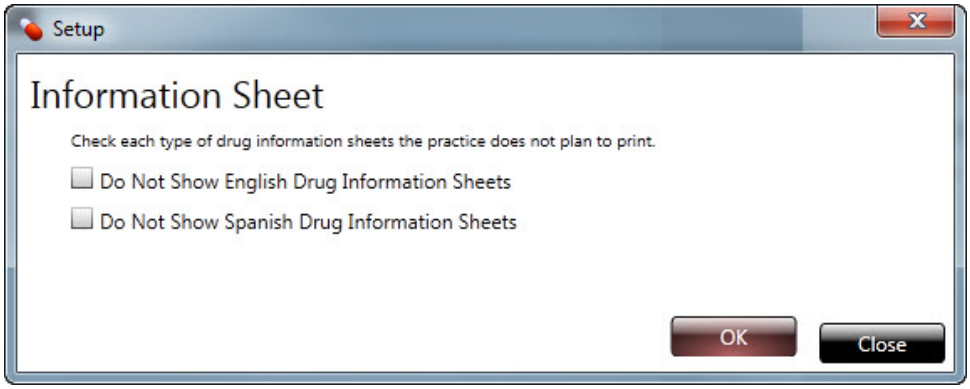
See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Drug Information Language Setting

If the practice would only want to print drug information sheets in one language, this can be changed in Setup.

1. Click on
2. Click on
3. Select the desired practice in the bottom half of the screen
4. Select the language that the practice would NOT like to show


Setup
Information Sheet
Check each type of drug information sheets the practice does not plan to print.
Do Not Show English Drug Information Sheets
Do Not Show Spanish Drug Information Sheets
OK
Close

5. Press OK

See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Update
Electronic Options
Patient Import
Fax Options

Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Drug Update

Scriptsure receives drug information from First Databank. In order to ensure that your practice has the latest drug information available, users can periodically check from the Setup menu.

1. Go to the Setup Menu
2. Press
3. A message will indicate that the drug database is up to date or a newest copy of the drug database will begin to update. The up date can take several minutes.

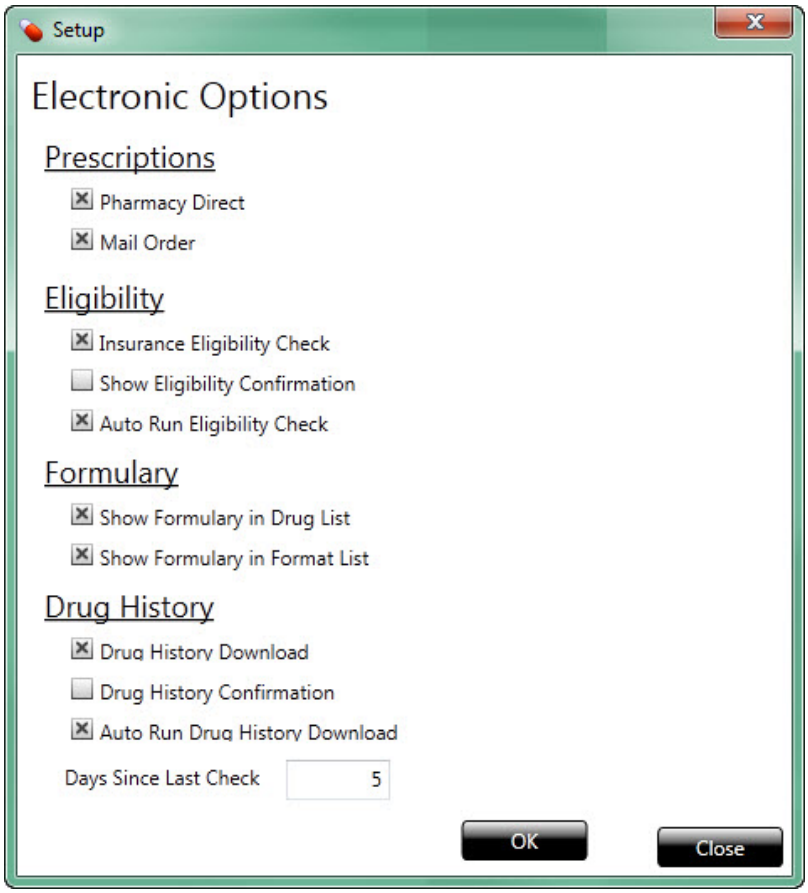
See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database

Reports - Patient Warning Messages

Electronic Options

The application needs a connection to the internet to use the below options.



Prescriptions	Pharmacy Direct	Checking on this options allows ScriptSure to send electronic prescriptions to pharmacies.
	Mail Order	This option must be checked on in order to send a patient's prescription to a mail order pharmacy. This button will not be available if the patient's insurance is not set up to do mail order prescriptions.
Eligibility	Insurance Eligibility Check	This allows the application to validate the patient's insurance coverage for valid carriers.
	Show Eligibility Confirmation	A confirmation will be received if the patient's insurance eligibility is verified.
	Auto Run Eligibility	

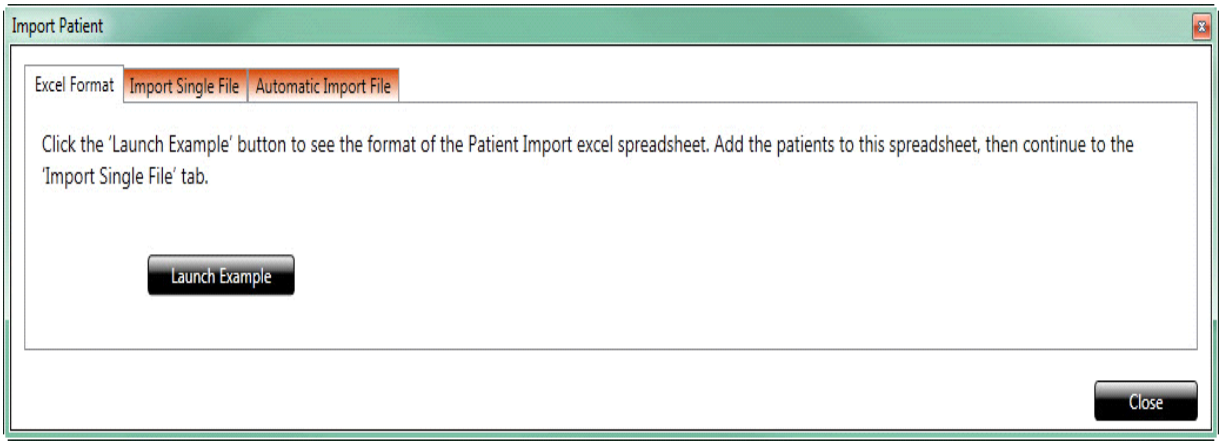
Formulary	Show Formulary in Drug List	The application will give indications in the Medication screen whether a drug is formulary or not
	Show Formulary in Format List	
Drug History	Drug History Download	If this option is checked on and a patient has filled their previous scripts at a participating pharmacy, the application will show the patient's medication history
	Drug History Confirmation	
	Auto Run Drug History Download	
	Days Since Last Check	

See also

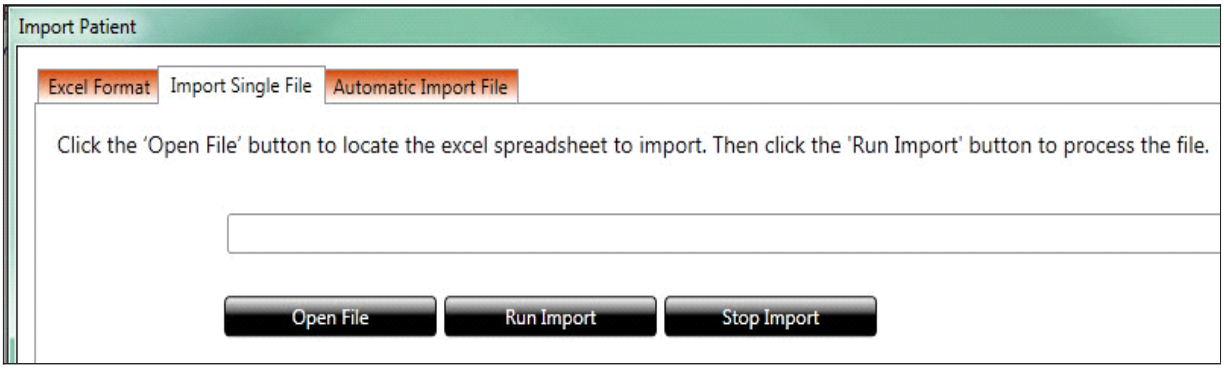
About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Patient Import

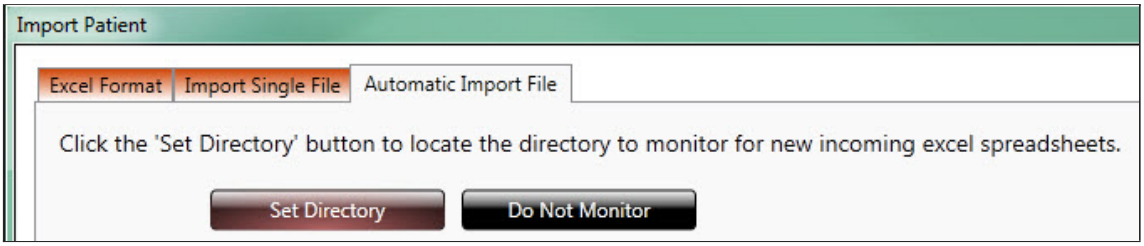
If the practice has an existing patient database that they would like imported to Scriptsure, the Import Patient screen will assist with the upload of the patient data. The data to be loaded into ScriptSure must be in a particular format. Launch an example of this format by pressing the Launch Example button. An example Excel spreadsheet will be saved to the desktop.


Import Patient
Excel Format
Import Single File
Automatic Import File
Click the 'Launch Example' button to see the format of the Patient Import excel spreadsheet. Add the patients to this spreadsheet, then continue to the 'Import Single File' tab.
Launch Example
Close

Once the file is in the appropriate format, press Open File and navigate to where the patient data file is stored. When the file is loaded, press Run Import to bring in the patient data. Stop Import can be pressed at any time to cancel the import.


Import Patient
Excel Format
Import Single File
Automatic Import File
Click the 'Open File' button to locate the excel spreadsheet to import. Then click the 'Run Import' button to process the file.
Open File
Run Import
Stop Import

It is also possible to have ScriptSure check a directory for a new spreadsheet. Press Set Directory and navigate to the directory where the spreadsheet will be. To turn off the file checking, press Do Not Monitor.


Import Patient
Excel Format
Import Single File
Automatic Import File
Click the 'Set Directory' button to locate the directory to monitor for new incoming excel spreadsheets.
Set Directory
Do Not Monitor

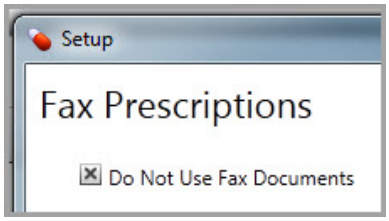
See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Fax Options

Sending prescriptions via fax can be enabled and disabled per practice.

1. Click on
2. Select the desired practice from the drop down box
3. Select
4. Check or uncheck the box and press OK



See also

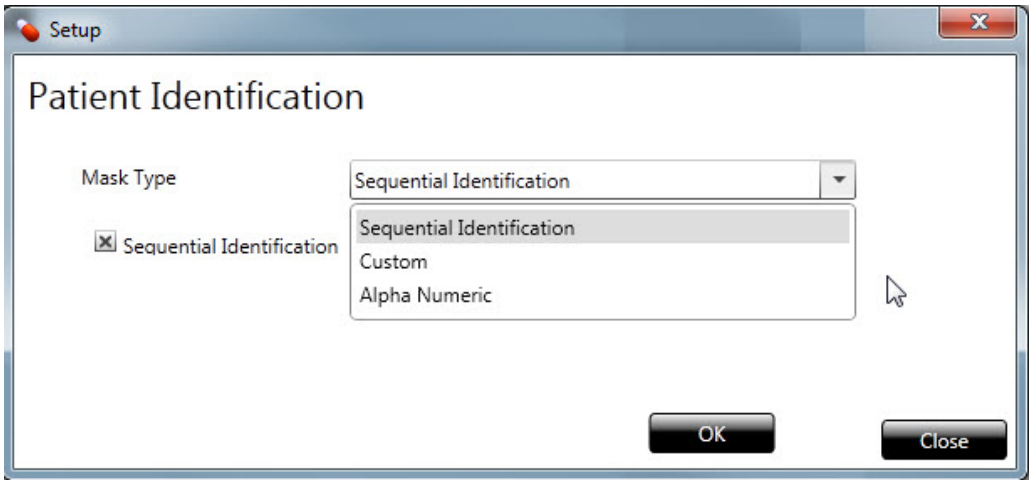
About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings

Refill Reminder
Set Database
Reports - Patient
Warning Messages

Patient ID Setting

ScriptSure allows each practice within an organization to set a patient ID pattern when creating new patient records.

1. Go to the Setup Menu
2. Select the desired practice from the drop down box
3. Press



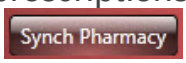
4. Select the mask type from the drop down box or check on Sequential Identification if you want each added patient to choose the next sequential number
5. For custom format, select what should comprise the patient ID, how long each piece should be and the order in which each piece should appear
6. For Alpha Numeric identification, follow the on screen directions
7. Press

See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance

Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Pharmacy List

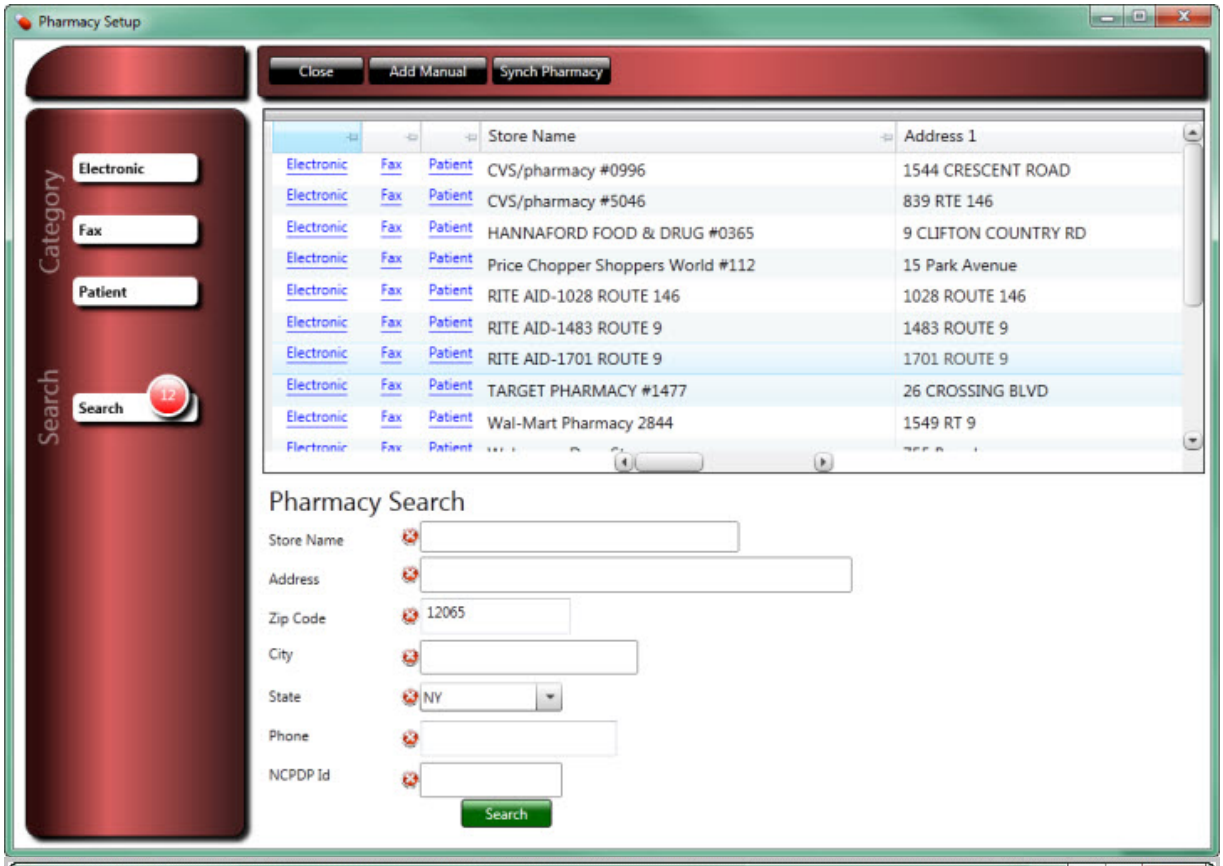
ScriptSure contains pharmacy information for all that are setup to receive electronic and faxed prescriptions. To update the pharmacy list, users can periodically press the 

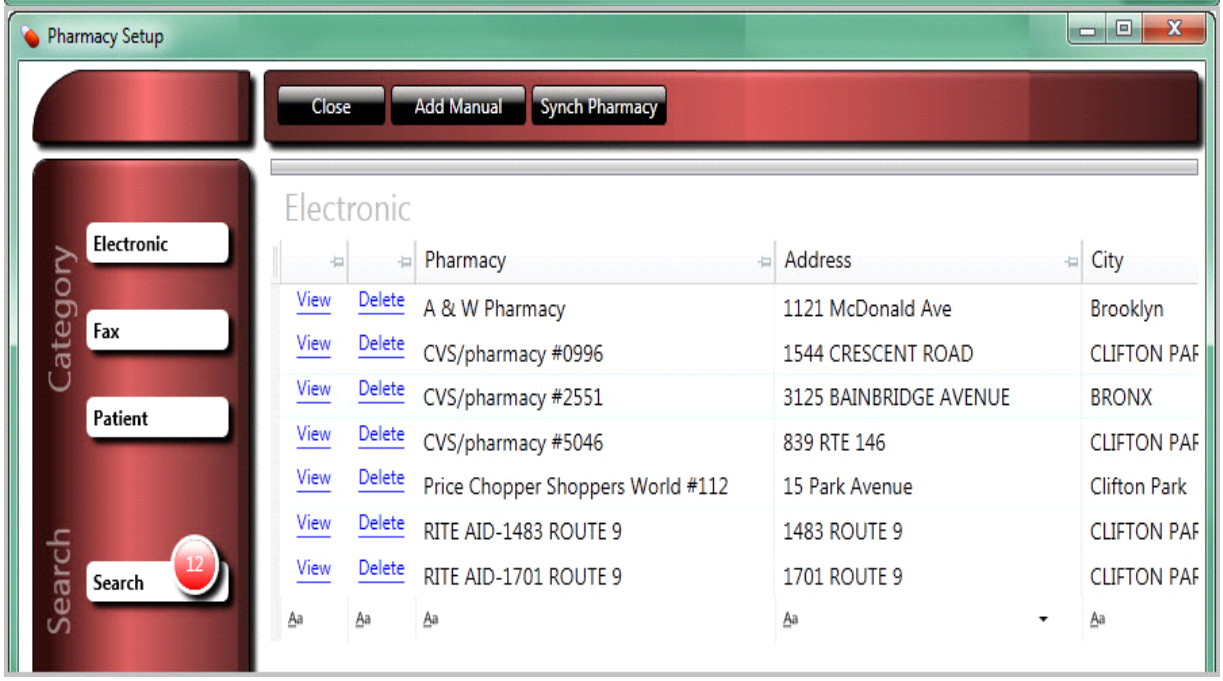
button. If a pharmacy is not fax or electronically enabled, then they can be added manually from this screen by pressing the "Add Manual" button.

Press the

button to find a pharmacy. Type in the criteria in the Pharmacy Search fields at the bottom of the screen and press

. Add the pharmacy as a favorite Electronic, Fax, or Patient by pressing the link to the left of the pharmacy.


Pharmacy Setup
Close
Add Manual
Synch Pharmacy
Category
Electronic
Fax
Patient
Search
Search 12
Store Name
Address 1
Electronic Fax Patient CVS/pharmacy #0996 1544 CRESCENT ROAD
Electronic Fax Patient CVS/pharmacy #5046 839 RTE 146
Electronic Fax Patient HANNAFORD FOOD & DRUG #0365 9 CLIFTON COUNTRY RD
Electronic Fax Patient Price Chopper Shoppers World #112 15 Park Avenue
Electronic Fax Patient RITE AID-1028 ROUTE 146 1028 ROUTE 146
Electronic Fax Patient RITE AID-1483 ROUTE 9 1483 ROUTE 9
Electronic Fax Patient RITE AID-1701 ROUTE 9 1701 ROUTE 9
Electronic Fax Patient TARGET PHARMACY #1477 26 CROSSING BLVD
Electronic Fax Patient Wal-Mart Pharmacy 2844 1549 RT 9
Pharmacy Search
Store Name
Address
Zip Code 12065
City
State NY
Phone
NCPDP Id
Search


Pharmacy Setup
Close
Add Manual
Synch Pharmacy
Category
Electronic
Fax
Patient
Search
Search 12
Electronic
View Delete A & W Pharmacy 1121 McDonald Ave Brooklyn
View Delete CVS/pharmacy #0996 1544 CRESCENT ROAD CLIFTON PAF
View Delete CVS/pharmacy #2551 3125 BAINBRIDGE AVENUE BRONX
View Delete CVS/pharmacy #5046 839 RTE 146 CLIFTON PAF
View Delete Price Chopper Shoppers World #112 15 Park Avenue Clifton Park
View Delete RITE AID-1483 ROUTE 9 1483 ROUTE 9 CLIFTON PAF
View Delete RITE AID-1701 ROUTE 9 1701 ROUTE 9 CLIFTON PAF
Pharmacy
Address
City

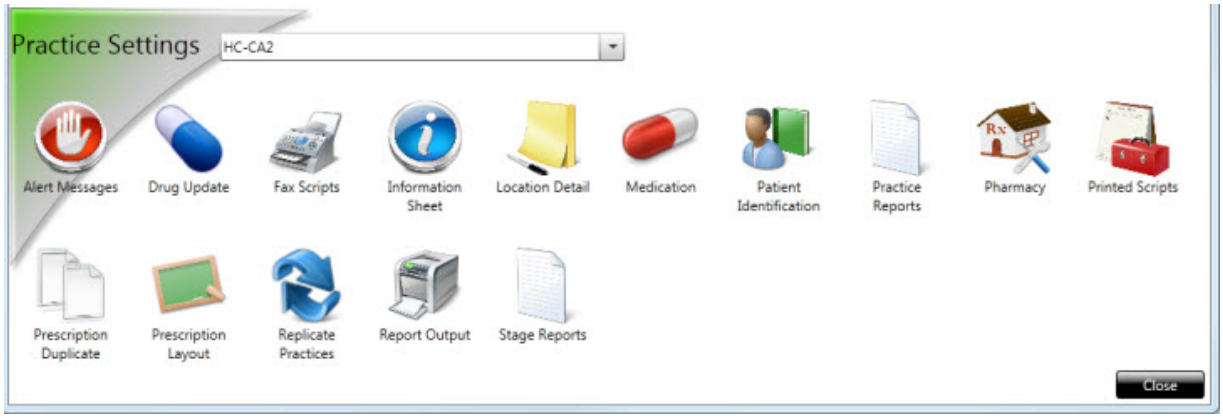
See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance

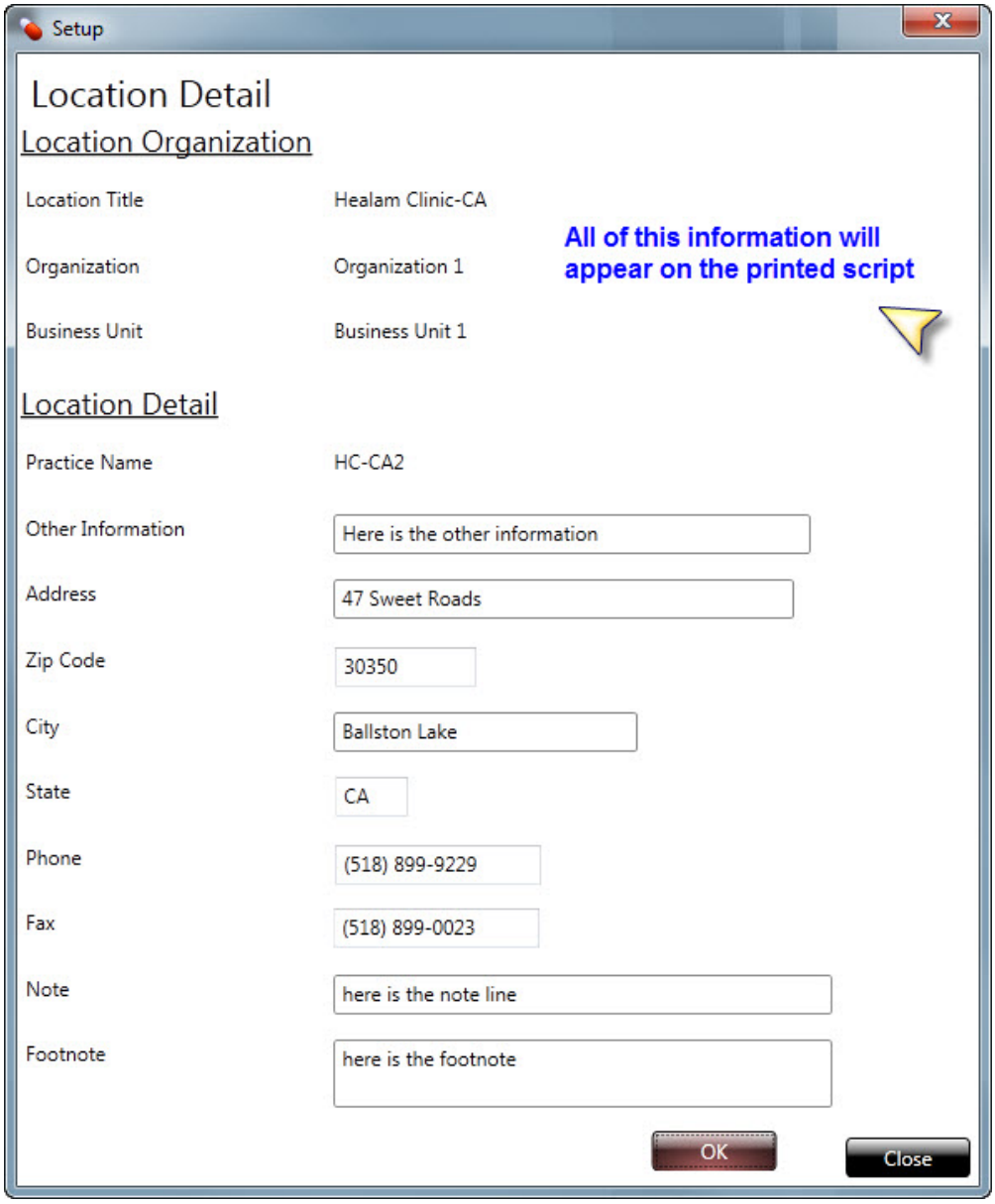
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Practice Information

Each practice with ScriptSure can have specific settings. To set address information and script information for a practice, follow the below instructions.



1. Select the desired practice from the dropdown box next to Practice Settings
2. Click on
3. Change any of the desired information and press



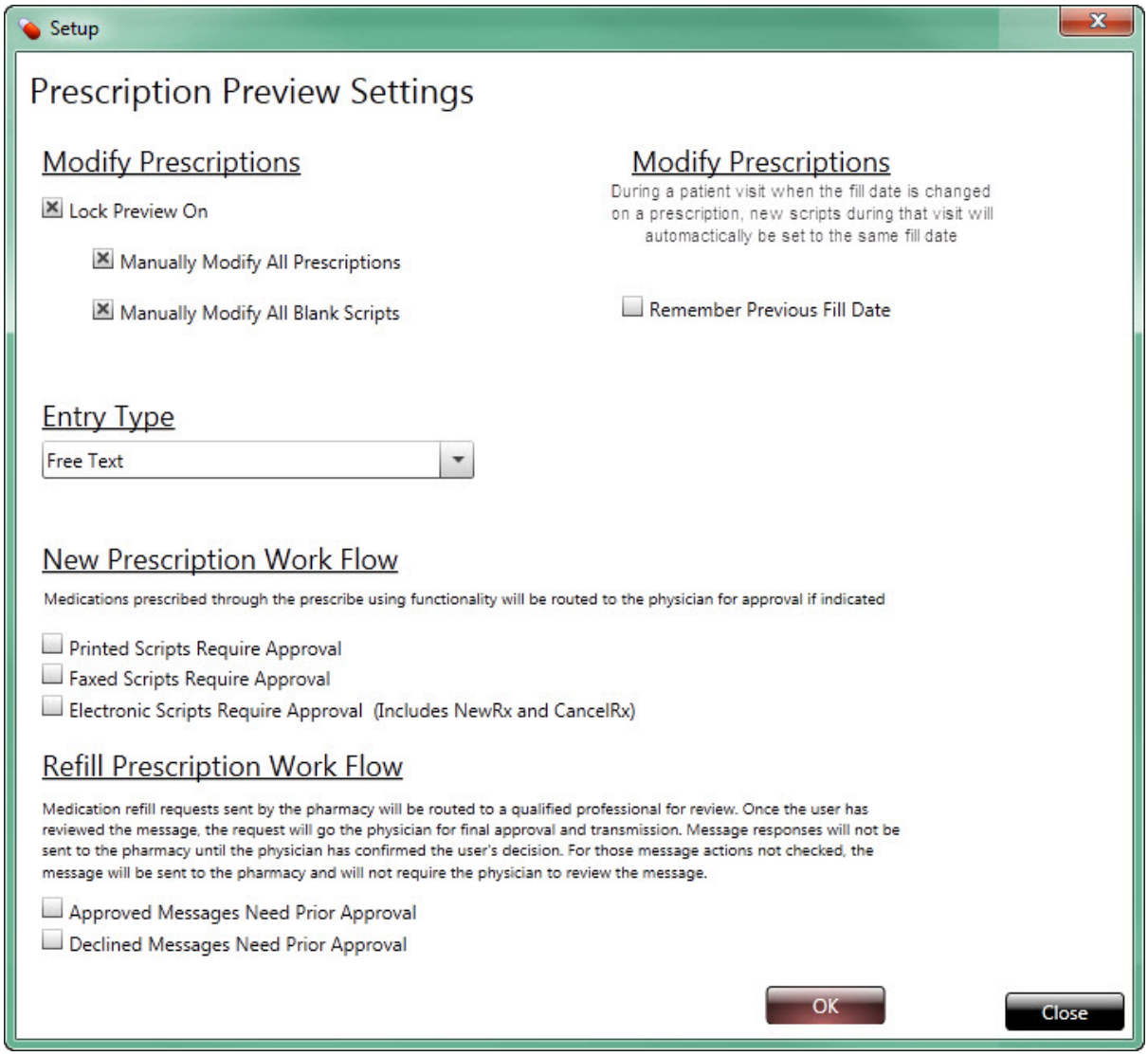
See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting

Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Prescription Preview

Various options can be enabled and disabled for the prescription process.


Setup
Prescription Preview Settings
Modify Prescriptions
Lock Preview On
Manually Modify All Prescriptions
Manually Modify All Blank Scripts
Modify Prescriptions
During a patient visit when the fill date is changed on a prescription, new scripts during that visit will automactically be set to the same fill date
Remember Previous Fill Date
Entry Type
Free Text
New Prescription Work Flow
Medications prescribed through the prescribe using functionality will be routed to the physician for approval if indicated
Printed Scripts Require Approval
Faxed Scripts Require Approval
Electronic Scripts Require Approval (Includes NewRx and CancelRx)
Refill Prescription Work Flow
Medication refill requests sent by the pharmacy will be routed to a qualified professional for review. Once the user has reviewed the message, the request will go the physician for final approval and transmission. Message responses will not be sent to the pharmacy until the physician has confirmed the user's decision. For those message actions not checked, the message will be sent to the pharmacy and will not require the physician to review the message.
Approved Messages Need Prior Approval
Declined Messages Need Prior Approval
OK
Close

Prescription Preview Settings	Lock Preview On	
	Manually Modify All Prescriptions	
	Manually Modify All Blank Scripts	
		If the fill date is changed in the prescription preview window, checking on this option will place the same fill

	Remember Previous Fill Date	date on all future prescriptions. Please exercise caution with this setting. If the application is closed and reopened, the fill date will return to the current day's date.
Entry Type		There are 3 different ways to view the prescription preview window. 1. Free Text - prescription information presented in organized categories and can be modified at the doctor's discretion 2. Titration Compound - prescription infromation presented in list format for each component 3. Free Text No Calculate - same as free text
New Prescription Workflow	Printed Scripts Require Approval	This option turns on the workflow for printed scripts. An authorized physician will need to approve each prescription before it can be printed.
	Faxed Scripts Require Approval	This option turns on the workflow for faxed scripts. An authorized physician will need to approve each prescription before it can be faxed.
	Electronic Scripts Require Approval	This option turns on the workflow for electronic scripts. An authorized physician will need to approve each prescription before it can be sent to the pharmacy electronically.
Refill Prescription Work Flow	Approved Messages Need Prior Approval	
	Declined Messages Need Prior Approval	

See also

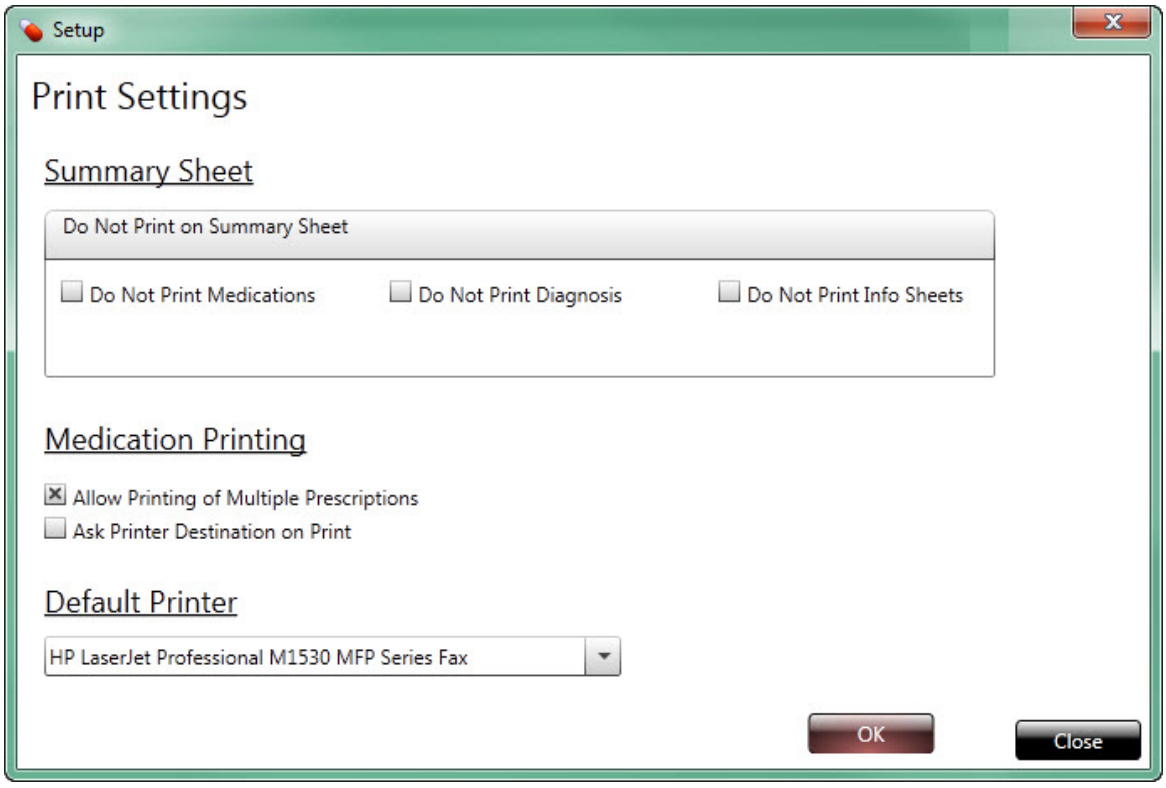
About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import

Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Print Settings
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Print Settings

This menu option allows users to define what is printed on the Summary Sheet. When printing prescriptions, users can allow multiple prescriptions to print and to ask the user every time what printer they would like to print to. Set the default printer here. The default printer must be set in order for the discharge summary to print.

1. Go to the Setup Menu
2. Press
3. Check on the desired options for Summary Sheets, Medication Printing, and the Default Printer
4. Press OK and then Close when complete



5. Select

6. Check the box if it is desired to use the non-abbreviated Sig Format when printing prescriptions

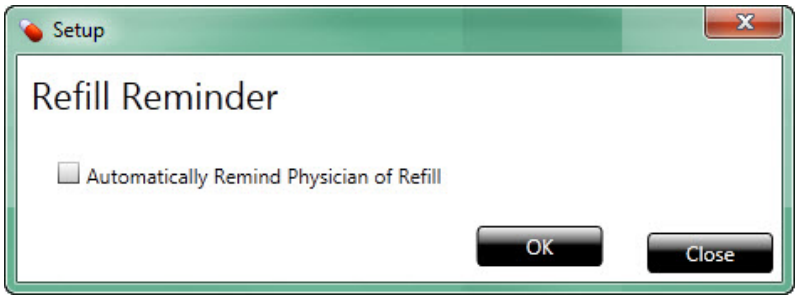
7. Press OK

See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Refill Reminder
Set Database
Reports - Patient
Warning Messages

Refill Reminder

If this option is checked on, the physician will receive messages regarding refills.

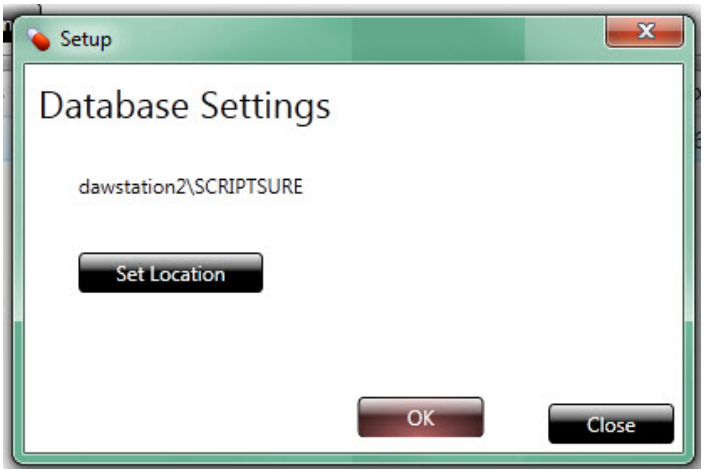


See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Set Database
Reports - Patient
Warning Messages

Set Database

The Database Settings show which computer in the office is the server computer. The server computer is the main computer running the Scriptsure database. All other computers are client computers with a set connection to this computer.



See also

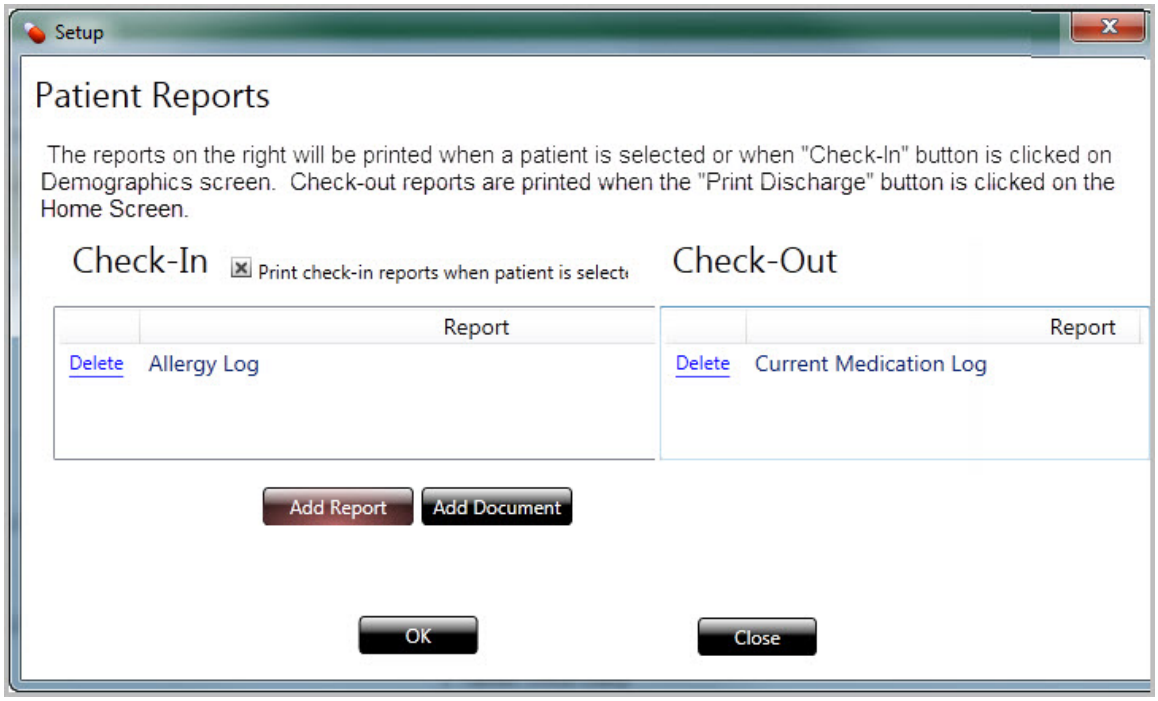
About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting

Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Reports - Patient
Warning Messages

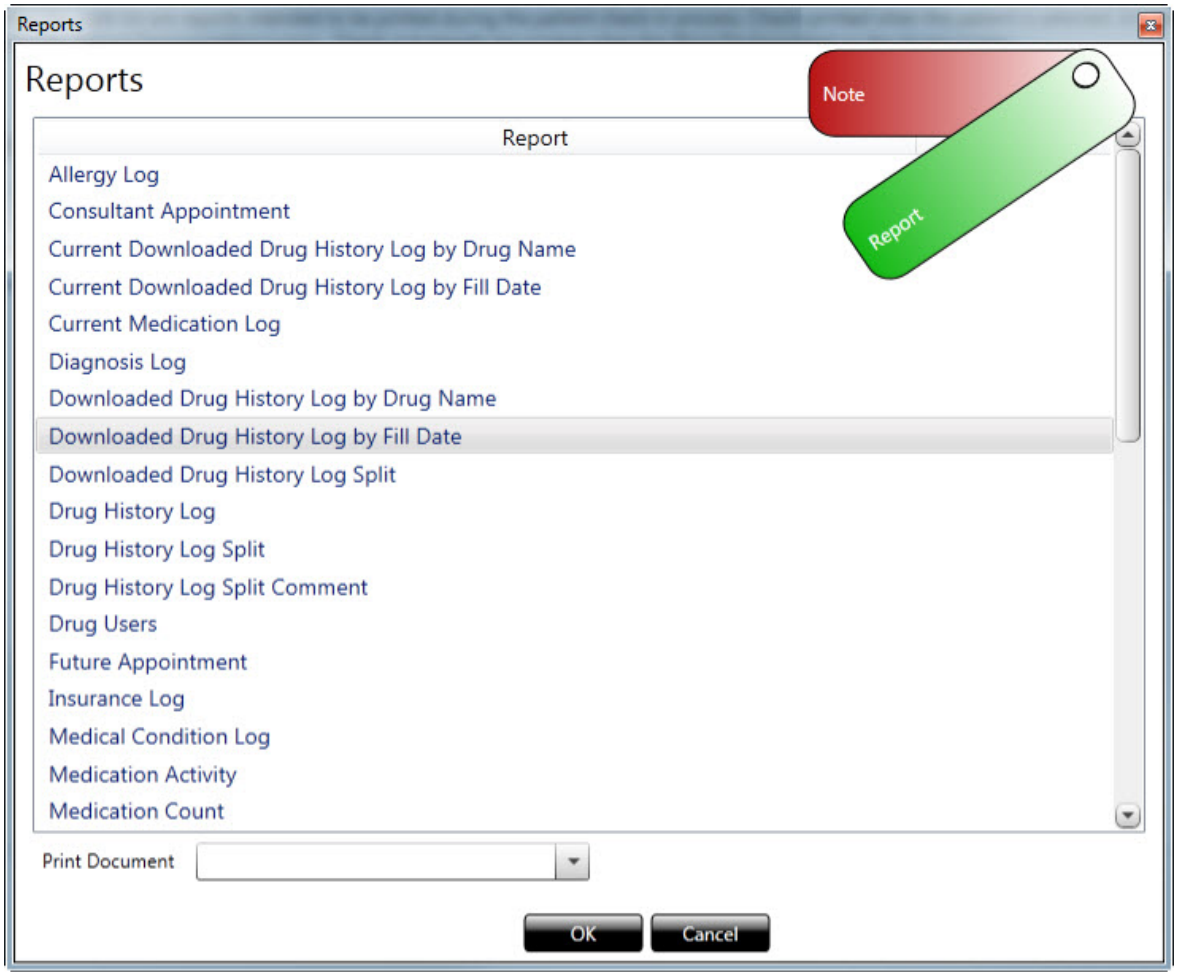
Reports - Patient

The reports listed in the right list are reports intended to be printed during the patient check-in process. Check-in reports are printed when the patient is selected, or when the "Check-In" button is clicked on the Patient Demographics screen. Check-out reports are printed when the "Print Discharge" button is clicked on the Home Screen.

1. Click on
2. Select the desired practice from the drop down box
3. Select
4. Click Add Report


Setup
Patient Reports
The reports on the right will be printed when a patient is selected or when "Check-In" button is clicked on Demographics screen. Check-out reports are printed when the "Print Discharge" button is clicked on the Home Screen.
Check-In
Print check-in reports when patient is selecte
Check-Out
Report
Delete
Allergy Log
Report
Delete
Current Medication Log
Add Report
Add Document
OK
Close

5. Select the report or note to add and whether the report should print at check in or check out from the dropdown



6. If you would like the check-in report to print when the patient is selected, click on the check box next to the Check-In section
7. Click OK

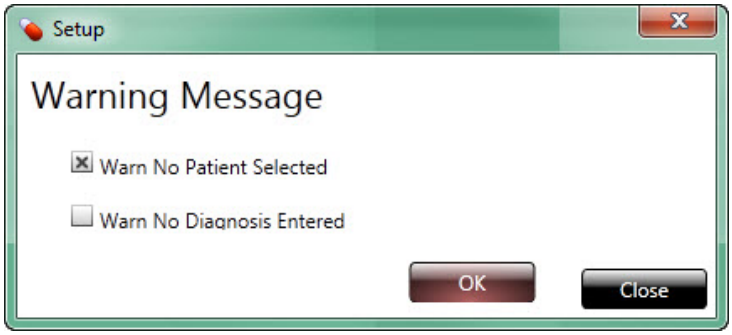
See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import

Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Warning Messages

Warning Messages

Apply the below warning settings if it is desired to have users warned when a no patient is selected or when no diagnosis is entered.



See also

About ScriptSure
Administration - User Management
Alert Messages
Application Appearance
Backup
Challenge Questions for Password
Drug Checks
Drug Expiration Setting
Drug Tolerance
Drug Information Language Setting
Drug Update
Electronic Options
Patient Import
Fax Options
Patient ID Setting
Pharmacy List
Practice Information
Prescription Preview
Print Settings
Refill Reminder
Set Database
Reports - Patient

Index